REGULAR BOARD MEETING
Wednesday, January 15, 2025
10:00 a.m.
Hybrid Participation

CLALLAM TRANSIT SYSTEM
In-Person: 830 W. Lauridsen Blvd, Port Angeles
Virtual: 253-215-8782
Meeting ID: 858 1027 6869

AGENDA

Agenda items requiring action may be taken by unanimous consent, when appropriate to do so.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

The public is welcome to participate in the meeting by joining via phone by calling **253-215-8782**, entering meeting ID no. **858 1027 6869** or by attending in-person. However, we encourage anyone interested in providing public comment to the CTS Board to please email your comments to boardclerk@clallamtransit.com or mail to Clallam Transit System, 830 West Lauridsen Boulevard, Port Angeles, WA 98363. Providing comments 24 hours in advance of the meeting will ensure that they are distributed to the board. During the public comment period, persons may speak for up to three minutes by stating their name and residential jurisdiction. Comments will be addressed to the entire CTS Board and not to one individual. Board members will not provide responses or engage in direct conversation during the public comment period.

PRESENTATIONS

A. **Employee of the Fourth Quarter 2024** – Administrative Services Coordinator Hayley Grall

CONSENT AGENDA

A. **Factsheet 2025-001:** Consent Agenda – Motion No. M1:2025
  1) **Payment Listing** – December 12, 2024, through January 8, 2025
  2) **Board Meeting Minutes** – December 18, 2024
  3) **Resolution R1:2025** – Employee of the Fourth Quarter 2024 – Administrative Services Coordinator Hayley Grall

ACTION ITEMS

A. **Factsheet 2025-002:** 2025 Board Officer Elections – Motion No. M2:2025
Barb Cox, Human Resources Manager/Clerk to the Board

B. **Factsheet 2025-003:** Investing Public Funds Policy – Resolution No. R2:2025
Cherie Huxtable, Finance Manager

INFORMATIONAL ITEMS

A.	**Executive Report**	Jim Fetzer, General Manager
B.	**Factsheet 2025-004:** Operations Department Report	Jason McNickle, Operations Manager
C.	**Factsheet 2025-005:** Finance Department Report	Cherie Huxtable, Finance Manager
D.	Maintenance Department Report	Gary Abrams, Maintenance Manager
E.	**Factsheet 2025-006:** Administrative Services Department Report	Barb Cox, Human Resources Manager

BOARD OPEN DISCUSSION

ADJOURNMENT

Next regular meeting: February 19, 2025

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

CLALLAM TRANSIT

www.clallamtransit.com
360-452-4511

January 9, 2025

Selection of the "Employee of the Quarter" – Fourth Quarter of 2024

To All Employees,

Please join me in congratulating the selection of Clallam Transit System's (CTS) Employee of the Quarter for the fourth quarter of 2024!

Hayley Grall, Administrative Services Coordinator

"Hayley always has a positive attitude and comes in ready to work. She tackles all jobs head on without complaint and is always up for a challenge. She has been instrumental in the transition to Tyler from Avail to get the HR module running and tracking everything it needs to. She supports every CTS employee when needed and treats all customers with respect."

The following employees were also nominated and are being recognized for their attitude and performance during the last quarter:

Bus Cleaners-Maintenance
Jay Diltz-Fixed-route Operator
James Joy-Fixed-route Operator
Warren Loushin-Paratransit Operator
Karen Martin-Fixed-route Dispatcher
Cindy Mempa-Paratransit Dispatcher
Delaney Ronish-Mobility Coordinator
Jeff Tingelstad-Application and Software Specialist

Congratulations Hayley! We are grateful for the contributions you make as an administrative services coordinator, your willingness to help wherever needed and with a positive attitude! Excellent work and you really do bolster positive relations among the entire team.

Thank you,

Jim Fetzer
General Manager

Title: January 2025 Consent Agenda
Submitted By: James I Fetzer, General Manager
Authorized By: N/A

Factsheet: 2025-001
Date: January 15, 2025

Background

The Clallam Transit System Board (Board) has adopted the special rule order for the consent agenda process, as outlined in the Section 3.4 Parliamentary Procedure of the *Bylaws of the Clallam County Public Transportation Benefit Area*. All items listed within the consent agenda have been distributed to each member of the Board for review prior to the meeting and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, then by request, that item may be removed from consent agenda.

Discussion

- **Payment Listing:** The listing of payments as summarized in the attached memorandum are presented for review and approval by the Board.
- **Board Meeting Minutes:** The minutes from the last meeting have been drafted and are presented for review and approval by the Board.
- **Commendations:** Resolution R1:2025 – 2024 Employee of 4th Quarter – Administrative Services Coordinator Hayley Grall

Recommended Action

Move to approve the actions outlined above in the consent agenda, motion no. M1:2025, as presented.

Attachments

- Payment Listing – December 12, 2024, through January 08, 2025
- December 18, 2024 Board Minutes
- Resolution R1:2025 – 2024 Employee of 4th Quarter – Administrative Serevices Coordinator Hayley Grall

Passed and Adopted by the Board at a regular meeting by CTS Motion No. M1:2025 thereof this 15th day of January 2025.

_____
Brendan Meyer, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: Board Meeting File

830 West Lauridsen Boulevard
Port Angeles, Washington 98363

CLALLAM TRANSIT

www.clallamtransit.com
360-452-4511

Title: Payment Listing for Board Approval

Submitted By: Cherie Huxtable, Finance Manager

Authorized By: Jim Fetzer, General Manager

PAYMENT LISTING FOR BOARD APPROVAL

The listing of payments as summarized above and listed on the following pages, are hereby presented for approval.

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just and due obligations against the Clallam Transit System, and that I am authorized to authenticate and certify to said claims."

Finance Manager — January 15, 2025 (Date)

Umpqua Bank	From	To	From	To	Amount
Automated Checks	12/12/2024	1/8/2025	100849	100953	2,195,188.61
ACHs - External Initiated	12/12/2024	1/8/2025	50711	50718	208,762.95
ACHs - External Initiated	12/12/2024	1/8/2025	DFT0000315	DFT0000330	511.89
ACHs - Other Internal Initiated	12/12/2024	1/8/2025	171	191	380,273.38
				TOTAL "Accounts Payable Check Disbursement List"	**$ 2,784,736.83**
ACHs - Payroll Internal Initiated	12/12/2024	1/8/2025	EFT0018	EFT0021	372,022.29
				TOTAL ACH REGISTER	**$ 372,022.29**
				TOTAL ALL PAYMENTS	**$ 3,156,759.12**

BOARD APPROVAL OF PAYMENT LISTING

Payments audited and certified by the finance manager as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Board.

The Clallam Transit System Board, by a (unanimous, majority) vote, does approve for payment those checks and electronic payments disbursed and included on the listings provided.

Chair — Date

Clallam Transit System

Check Report

By Check Number

Date Range: 12/12/2024 - 01/08/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: 6078 - Checking-Umpqua Checking						
Payment Type: EFT						
325A	HEALTH CARE AUTHORITY	12/13/2024	EFT	0.00	151,637.37	171
KG021	KEVIN E GALLACCI	12/13/2024	EFT	0.00	300.00	172
214	AMALGAMATED TRANSIT UNION	12/12/2024	EFT	0.00	2,162.29	173
210	EMPLOYEES ASSOCIATION	12/12/2024	EFT	0.00	384.50	174
810	HRA VEBA	12/12/2024	EFT	0.00	22,046.41	175
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	12/12/2024	EFT	0.00	10,161.67	176
843	PF EA CHARITY FUND	12/12/2024	EFT	0.00	36.00	177
240	UNITED WAY OF CLALLAM COUNTY	12/12/2024	EFT	0.00	21.00	178
810	HRA VEBA	12/18/2024	EFT	0.00	16.14	179
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	12/18/2024	EFT	0.00	42.39	180
5030	JAMES JOY	12/20/2024	EFT	0.00	136.00	181
1052	OneBridge FSA	12/26/2024	EFT	0.00	6,675.00	182
633	PETROCARD, INC	12/26/2024	EFT	0.00	7,612.60	183
214	AMALGAMATED TRANSIT UNION	12/27/2024	EFT	0.00	2,198.00	184
210	EMPLOYEES ASSOCIATION	12/27/2024	EFT	0.00	388.50	185
810	HRA VEBA	12/27/2024	EFT	0.00	3,796.13	186
068	INT'L CITY MGMT ASSOC RETIREMENT CORP	12/27/2024	EFT	0.00	9,411.91	187
843	PF EA CHARITY FUND	12/27/2024	EFT	0.00	36.00	188
240	UNITED WAY OF CLALLAM COUNTY	12/27/2024	EFT	0.00	21.00	189
325A	HEALTH CARE AUTHORITY	01/03/2025	EFT	0.00	161,030.69	190
633	PETROCARD, INC	01/03/2025	EFT	0.00	2,159.78	191
			Total EFT:	**0.00**	**380,273.38**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
858	EFTPS - 941 DEPOSITS	12/12/2024	Bank Draft	0.00	60,027.97	50711
858	EFTPS - 941 DEPOSITS	12/12/2024	Bank Draft	0.00	1.86	50711
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/12/2024	Bank Draft	0.00	-43.83	50712
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/12/2024	Bank Draft	0.00	41,985.67	50712
1241	UNITED PARCEL SERVICE	12/20/2024	Bank Draft	0.00	0.86	50713
448	WASHINGTON STATE SUPPORT REGISTRY	12/26/2024	Bank Draft	0.00	92.30	50714
858	EFTPS - 941 DEPOSITS	12/26/2024	Bank Draft	0.00	64,621.46	50715
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/26/2024	Bank Draft	0.00	42,025.45	50716
1241	UNITED PARCEL SERVICE	12/27/2024	Bank Draft	0.00	30.46	50717
1241	UNITED PARCEL SERVICE	01/03/2025	Bank Draft	0.00	20.75	50718
			Total Bank Draft:	**0.00**	**208,762.95**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Regular						
1150	AMAZON CAPITAL SERVICES	12/17/2024	Regular	0.00	146.48	100849
1240	AT&T Mobility	12/17/2024	Regular	0.00	53.50	100850
1177	BUD CLARY FORD HYUNDAI	12/17/2024	Regular	0.00	25.20	100851
1081	CINTAS CORP NO 2	12/17/2024	Regular	0.00	207.48	100852
1066	CINTAS CORPORATION NO 3	12/17/2024	Regular	0.00	271.97	100853
393	CITY OF FORKS	12/17/2024	Regular	0.00	1,525.55	100854
587	DELL USA LP	12/17/2024	Regular	0.00	2,019.41	100855
435	GALLS LLC	12/17/2024	Regular	0.00	819.54	100856
	Void	12/17/2024	Regular	0.00	0.00	100857
057	GRAINGER	12/17/2024	Regular	0.00	3,073.91	100858
1106	JOHN A DASH & ASSOCIATES INC	12/17/2024	Regular	0.00	360.00	100859
014	LES SCHWAB GROUP HOLDINGS LLC	12/17/2024	Regular	0.00	534.19	100860
923	MATTHEW C. LASHER, III	12/17/2024	Regular	0.00	463.91	100861
1079	NORTH OLYMPIC PEN RESOURCE CONSERVATIC	12/17/2024	Regular	0.00	880.00	100862
874	NORTHWEST PLASTICS, INC.	12/17/2024	Regular	0.00	1,671.62	100863
237	OLYMPIC DM DISPOSAL	12/17/2024	Regular	0.00	128.15	100864
937	OLYMPIC SPRINGS, INC	12/17/2024	Regular	0.00	283.58	100865
100	PACIFIC OFFICE EQUIPMENT INC	12/17/2024	Regular	0.00	-6.53	100866
100	PACIFIC OFFICE EQUIPMENT INC	12/17/2024	Regular	0.00	6.53	100866
1239	Security Service Northwest, Inc.	12/17/2024	Regular	0.00	2,970.00	100867
1109	THE ROUTING COMPANY	12/17/2024	Regular	0.00	6,534.00	100868
1175	TYLER TECHNOLOGIES, INC	12/17/2024	Regular	0.00	2,308.43	100869
181	VERIZON WIRELESS,BELLEVUE	12/17/2024	Regular	0.00	835.11	100870
1137	WALTER E NELSON OF WEST WASHINGTON	12/17/2024	Regular	0.00	496.25	100871
017	WAVE BROADBAND	12/17/2024	Regular	0.00	136.49	100872
845	WAVE DIVISION HOLDINGS, LLC	12/17/2024	Regular	0.00	1,307.95	100873
287	BAXTER AUTO PARTS	12/18/2024	Regular	0.00	120.00	100874
288	COMMERCIAL BRAKE & CLUTCH, INC.	12/18/2024	Regular	0.00	612.89	100875
307	FERRELLGAS LP	12/18/2024	Regular	0.00	2,948.91	100876
305	GILLIG LLC	12/18/2024	Regular	0.00	323.67	100877
751	MUNCIE RECLAMATION & SUPPLY	12/18/2024	Regular	0.00	412.30	100878
1128	NFI PARTS	12/18/2024	Regular	0.00	1,403.63	100879
221	RACE STREET AUTO PARTS-NAPA	12/18/2024	Regular	0.00	223.53	100880
509	VESTIS GROUP	12/20/2024	Regular	0.00	95.20	100881
999	CENTURYLINK	12/26/2024	Regular	0.00	179.10	100882
1066	CINTAS CORPORATION NO 3	12/26/2024	Regular	0.00	543.94	100883
031	CITY OF PORT ANGELES	12/26/2024	Regular	0.00	1,366.78	100884
062	FIRE CHIEF EQUIPMENT CO., INC.	12/26/2024	Regular	0.00	1,124.83	100885
014	LES SCHWAB GROUP HOLDINGS LLC	12/26/2024	Regular	0.00	13,083.92	100886
087	MCMASTER-CARR SUPPLY CO	12/26/2024	Regular	0.00	41.81	100887
874	NORTHWEST PLASTICS, INC.	12/26/2024	Regular	0.00	1,471.24	100888
564	PUD #1 OF CLALLAM COUNTY	12/26/2024	Regular	0.00	88.50	100889
119	QUILLAYUTE VALLEY SCHOOL DISTRICT #402	12/26/2024	Regular	0.00	2,577.83	100890
1239	Security Service Northwest, Inc.	12/26/2024	Regular	0.00	1,485.00	100891
1119	SUPERGRAPHICS, LLC	12/26/2024	Regular	0.00	54,150.39	100892
1175	TYLER TECHNOLOGIES, INC	12/26/2024	Regular	0.00	2,320.00	100893
509	VESTIS GROUP	12/26/2024	Regular	0.00	106.20	100894
550	WSTIP	12/26/2024	Regular	0.00	492,663.00	100895
510	CUMMINS INC.	12/27/2024	Regular	0.00	11,449.86	100896
307	FERRELLGAS LP	12/27/2024	Regular	0.00	2,457.34	100897
305	GILLIG LLC	12/27/2024	Regular	0.00	635.76	100898
751	MUNCIE RECLAMATION & SUPPLY	12/27/2024	Regular	0.00	1,619.31	100899
1128	NFI PARTS	12/27/2024	Regular	0.00	361.02	100900
471	PRICE FORD	12/27/2024	Regular	0.00	680.02	100901
221	RACE STREET AUTO PARTS-NAPA	12/27/2024	Regular	0.00	262.27	100902
509	VESTIS GROUP	12/27/2024	Regular	0.00	107.02	100903
179	BANK OF AMERICA	12/30/2024	Regular	0.00	3,795.30	100904
US0086	US BANK 0086	12/30/2024	Regular	0.00	44.30	100905
US0506	US BANK 0506	12/30/2024	Regular	0.00	62.78	100906
US2500	US BANK 2500	12/30/2024	Regular	0.00	863.30	100907

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
US2734	US BANK 2734	12/30/2024	Regular	0.00	92.57	100908
US6068	US BANK 6068	12/30/2024	Regular	0.00	458.01	100909
US6375	US BANK 6375	12/30/2024	Regular	0.00	1,966.75	100910
US6383	US BANK 6383	12/30/2024	Regular	0.00	253.99	100911
US6466	US BANK 6466	12/30/2024	Regular	0.00	197.08	100912
US8067	US BANK 8067	12/30/2024	Regular	0.00	130.24	100913
US9494	US BANK 9494	12/30/2024	Regular	0.00	1,781.07	100914
US3151	USBANK 3151	12/30/2024	Regular	0.00	711.90	100915
US9673	USBANK 9673	12/30/2024	Regular	0.00	124.89	100916
US9737	USBANK 9737	12/30/2024	Regular	0.00	5,212.79	100917
109	CENTURYLINK	12/31/2024	Regular	0.00	141.29	100918
999	CENTURYLINK	12/31/2024	Regular	0.00	158.19	100919
752	HI-TECH SECURITY, INC.	12/31/2024	Regular	0.00	496.45	100920
014	LES SCHWAB GROUP HOLDINGS LLC	12/31/2024	Regular	0.00	682.60	100921
874	NORTHWEST PLASTICS, INC.	12/31/2024	Regular	0.00	1,040.00	100922
1239	Security Service Northwest, Inc.	12/31/2024	Regular	0.00	1,237.50	100923
536	THRYV, INC	12/31/2024	Regular	0.00	35.00	100924
181	VERIZON WIRELESS,BELLEVUE	12/31/2024	Regular	0.00	5,346.45	100925
804	Anthony J Porter	01/03/2025	Regular	0.00	75.00	100926
831	Ed Brady	01/03/2025	Regular	0.00	117.15	100927
1242	Lori Capp	01/03/2025	Regular	0.00	100.00	100928
1150	AMAZON CAPITAL SERVICES	01/07/2025	Regular	0.00	1,426.64	100929
504	ANGELES COMMUNICATION INC	01/07/2025	Regular	0.00	614.74	100930
005	ANGELES CONCRETE PRODUCTS	01/07/2025	Regular	0.00	580.47	100931
1066	CINTAS CORPORATION NO 3	01/07/2025	Regular	0.00	271.97	100932
1227	Crisis Prevention Institute, Inc.	01/07/2025	Regular	0.00	1,488.63	100933
1189	MODEL 1 COMMERCIAL VEHICLES, INC.	01/07/2025	Regular	0.00	1,491,564.00	100934
874	NORTHWEST PLASTICS, INC.	01/07/2025	Regular	0.00	3,086.78	100935
1052A	OneBridge Benefits	01/07/2025	Regular	0.00	150.00	100936
036	ROBERT PURCELL	01/07/2025	Regular	0.00	577.50	100937
1239	Security Service Northwest, Inc.	01/07/2025	Regular	0.00	1,237.50	100938
1054	SMARSH, INC	01/07/2025	Regular	0.00	8,626.25	100939
509	VESTIS GROUP	01/07/2025	Regular	0.00	106.20	100940
1137	WALTER E NELSON OF WEST WASHINGTON	01/07/2025	Regular	0.00	437.41	100941
746	WEST WASTE & RECYCLING, INC.	01/07/2025	Regular	0.00	120.00	100942
344	XEROX CORPORATION	01/07/2025	Regular	0.00	364.01	100943
1143	DOBBS HEAVY DUTY HOLDINGS LLC	01/08/2025	Regular	0.00	3,538.29	100944
307	FERRELLGAS LP	01/08/2025	Regular	0.00	3,966.58	100945
305	GILLIG LLC	01/08/2025	Regular	0.00	3,397.57	100946
057	GRAINGER	01/08/2025	Regular	0.00	32.67	100947
178	HARLOW'S BUS SALES INC.	01/08/2025	Regular	0.00	531.07	100948
1224	KBT DISTRIBUTING LLC	01/08/2025	Regular	0.00	24,739.87	100949
322	MOHAWK MFG. & SUPPLY CO.	01/08/2025	Regular	0.00	108.29	100950
751	MUNCIE RECLAMATION & SUPPLY	01/08/2025	Regular	0.00	267.09	100951
471	PRICE FORD	01/08/2025	Regular	0.00	105.63	100952
369	SEON SYSTEMS SALES, INC.	01/08/2025	Regular	0.00	756.86	100953
			Total Regular:	**0.00**	**2,195,188.61**	

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
448	WASHINGTON STATE SUPPORT REGISTRY	12/12/2024	Bank Draft	0.00	92.30	DFT0000315
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/17/2024	Bank Draft	0.00	287.80	DFT0000319
858	EFTPS - 941 DEPOSITS	12/12/2024	Bank Draft	0.00	491.18	DFT0000322
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/17/2024	Bank Draft	0.00	56.92	DFT0000323
858	EFTPS - 941 DEPOSITS	12/17/2024	Bank Draft	0.00	96.52	DFT0000326
303	WA DRS - DEPT OF RETIREMENT SRVCS	12/26/2024	Bank Draft	0.00	-150.87	DFT0000328
858	EFTPS - 941 DEPOSITS	12/26/2024	Bank Draft	0.00	-361.96	DFT0000330
			Total Bank Draft:	**0.00**	**511.89**	

Bank Code 6078 - Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	224	104	0.00	2,195,195.14
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-6.53
Bank Drafts	17	17	0.00	209,274.84
EFT's	60	21	0.00	380,273.38
	301	**144**	**0.00**	**2,784,736.83**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	224	104	0.00	2,195,195.14
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-6.53
Bank Drafts	17	17	0.00	209,274.84
EFT's	60	21	0.00	380,273.38
	301	**144**	**0.00**	**2,784,736.83**

Fund Summary

Fund	Name	Period	Amount
100	General Fund	12/2024	1,073,137.44
100	General Fund	1/2025	1,711,599.39
			2,784,736.83

BOARD MEETING MINUTES

Wednesday, December 18, 2024
Regular Meeting

Hybrid Meeting In-person – 830 West Lauridsen Blvd., Port Angeles
Virtual – 858 1027 6869

BOARD MEMBERS PRESENT: Mark Ozias, Clallam County; Mike French, Clallam County; Brendan Meyer, City of Port Angeles; Lindsey Schromen-Wawrin, City of Port Angeles; Rachel Anderson, City of Sequim; and Rick Burton, ATU Local 587 Representative (non-voting)

STAFF PRESENT: Jim Fetzer, General Manager; Jason McNickle, Operations Manager; Barb Cox, Human Resources Manager/Clerk to the Board; Cherie Huxtable, Finance Manager; Gary Abrams, Maintenance Manager; and Hayley Grall, Deputy Clerk

1. **CALL TO ORDER**
   Meyer called the in-person and virtual meeting to order at 10:05 a.m., with 5 voting members present. ***Quorum met.***

2. **ROLL CALL**
   Kathy Downer, City of Sequim; Clint Wood, City of Forks; and Jeff Gingell, City of Forks were absent.

3. **PUBLIC COMMENT**
   One public comment received regarding paratransit scheduling.

4. **PRESENTATION – 2025 Operating Budget and Capital/Grant Budget – Cherie Huxtable, Finance Manager**
   Presentation provided.

5. **PUBLIC HEARING – Draft 2025 Operating Budget and Draft 2025 Capital/Grant Budget**
   Public hearing opened at 10:17 a.m. No comments received. Public hearing closed at 10:17 a.m.

6. **CONSENT AGENDA – Factsheet 2024-080: Consent Agenda – Motion No. M32:2024**
   A. **Payment Listing** – October 10, 2024, through December 11, 2024
   B. **Board Meeting Minutes** – October 16, 2024
   C. **Resolution R12:2024** – Employee of the 3rd Quarter 2024 – Operations Supervisor Taron Lee
   D. **Resolution R15:2024** – Retirement Recognition – Bus Cleaner Leo Hansen

   FINAL ACTION: French moved *to approve the consent agenda.* ***Motion passed – unanimous consent.***

7. **ACTION ITEMS**
   A. **Factsheet 2024-081: 2025 Non-represented Salary Schedule – Motion No. M33:2024**
   Proposed general wage increase.

   FINAL ACTION: Ozias moved *to authorize by CTS Motion No. M33:2024, a general wage increase of 3% to the 2025 CTS Non-Represented Salary Schedule, effective January 1, 2025, as presented.* ***Motion passed – unanimous consent.***

   B. **Factsheet 2024-082: 2025 Operating Budget and Capital/Grant Budget – Resolution No. R13:2024**
   Proposed budget resolution, as amended.

   FINAL ACTION: Ozias moved *to approve amended CTS Resolution No. R13:2024, to adopt the 2025 CTS Operating Budget and Capital/Grant Budgets, the amended resolution includes total revenue of $15,801,295, total expenditures of $16,261,173, Vehicle Replacement Reserve at $4,482,748 as of December 31, 2024, and Facility and Equipment Reserve at $2,665,351 as of December 31, 2024.* ***Motion passed – unanimous consent.***

   C. **Factsheet 2024-083: 2025 Regular Board Meeting Schedule – Resolution No. R14:2024**
   Proposed 2025 schedule for regular board meetings.

FINAL ACTION: Ozias moved** to approve CTS Resolution No. R14:2024, establishing the regular board meeting schedule for 2025 as set forth in the attached Exhibit A and rescinding CTS Resolution No. R20:2023, as presented. **Motion passed – unanimous consent.

D. Factsheet 2024-084: SuperGraphics LLC Procurement Authority – Motion No. M34:2024
Quote did not include sales tax, therefore invoice required board authorization.

FINAL ACTION: Ozias moved** to authorize the CTS General Manager by CTS Motion No. M34:2024, the procurement authority of $54,150.39 for the SuperGraphics LLC design and installation invoice. **Motion passed – unanimous consent.

E. Factsheet 2024-085: Interlocal Connection Coordination Grant Application – Motion No. M35:2024
Match funding for proposed interlocal connection transfer center.

FINAL ACTION: French moved** to authorize by CTS Motion No. M35:2024 the general manager to provide the CTS portion of the match for the Interlocal Connection Coordination Grant not to exceed $3,333, as presented. **Motion passed – unanimous consent.

8. INFORMATIONAL ITEMS

A. Executive Report

1) **Washington State Transit Association – Legislative Priorities Report:** Presented.
2) **Administration and Finance Committee Minutes – November 18, 2024, and December 12, 2024:** Update to Board expected in January regarding investment strategy.

- **Road Closures:** Weather-related closures impacted service.
- **Grants:** Applied for consolidated grant funding for Strait Shot Route No. 123 and Route No. 16.
- **Peninsula Regional Transportation Planning Organization (PRTPO):** Grant applications ranked and move to Washington State Department of Transportation (WSDOT) for review.
- **Downtown security:** Service began December 2, 2024.
- **Port Angeles Chamber of Commerce:** CTS overview presented in November.
- **Zero-emissions Access Program (ZAP):** Submitting grant to WSDOT for two electric vehicles for Forks and Sequim.
- **Initiative 2117:** Failed on ballot.

Anderson left the meeting at 10:46 a.m.

B. Operations Department Report – Factsheet 2024-086: Report overview provided.

C. Finance Department Report – Factsheet 2024-087: Report overview provided.

D. Maintenance Department Report

1) **Factsheet 2024-088: Inventory Report:** Presented. Commended maintenance crew and manager.

- **Bus Shelters:** New shelter at Laird's Corner.
- **Buses:** Four new buses in service.
- **Interlink:** Five new vehicles in service soon.
- **Decals:** Updating decals for Clallam Connect and Interlink vehicles.
- **Paratransit:** 10 new buses expected soon.
- **Tyler Technology:** Not meeting department's needs. Extending Avail and researching other providers.

E. Administrative Services Report – Factsheet 2024-079: Report overview provided.

1) **Compensation Plan for Non-represented Employees Update:** Presented.
2) **Memorandum of Understanding (MOU) Sick Leave:** Presented.

9. BOARD OPEN DISCUSSION

- Board interested in learning more about safety for transit operators.
- Board by-laws have a suggested rotation for chair and vice chair. Election of officers will be in January in accordance with the by-laws.

10. MEETING ADJOURNMENT

Next board meeting, January 15, 2025, at 10:00 a.m. with in-person and remote options.

There being no further business, the board chairperson adjourned the meeting at 11:06 a.m.

Brendan Meyer, Chairperson	Hayley Grall, Deputy Clerk to the Board

HAYLEY GRALL EMPLOYEE OF THE QUARTER
RESOLUTION NO. R1:2025

A resolution of the Board of Clallam Transit System for the purpose of recognizing and commending Administrative Services Coordinator Hayley Grall for leadership upon being selected as the "*Employee of the Quarter*," for the fourth quarter of 2024.

Whereas, Hayley Grall always "demonstrated exceptional dedication, a positive attitude, and a strong commitment to her team's success" in her position with Clallam Transit System (CTS); and

Whereas, She has an attitude of there is nothing that is not her job, tackles all tasks presented head on without complaint, and is always up for a challenge; and

Whereas, Hayley "has been instrumental in the transition to Tyler from Avail to get the HR module running" and processes defined. Hayley goes above and beyond to support and collaborate with team members; and

Whereas, Hayley's can-do positive attitude is infectious and fun for everyone she comes in contact with; and

Whereas, Hayley served as an administrative services assistant when hired in July 14, 2022 and was promoted to administrative services coordinator in September of 2023; and

Whereas, Hayley was nominated for employee of the third quarter in 2022; and

Whereas, the Board of the Clallam Transit System (Board) wishes to express its appreciation and commend Hayley for service and leadership; now, therefore,

Be it Resolved by the Board that:

The Board hereby recognizes Administrative Services Coordinator Hayley Grall as the CTS *Employee of the Quarter* for the fourth quarter for dedication and service to Clallam Transit System, and hereby extends its gratitude for such dedicated service.

Passed and adopted by the Board at a regular meeting thereof this 15th day of January 2025.

_____
Brendan Meyer, Board Chairperson

Approved as to Content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Title: 2025 Board Officer Elections
Submitted By: Barb Cox, Clerk to the Board
Authorized By: James I. Fetzer, General Manager

Factsheet: 2025-002
Date: January 15, 2025

Background

Each year at the first regular board meeting, the Clallam Transit System (CTS) Board members elect a chairperson and vice-chairperson, in accordance with the *Bylaws of the Clallam County Public Transportation Benefit Area.*

Discussion

For the year 2024, City of Port Angeles Council Member Brendan Meyers was elected as the chairperson and City of Sequim Council Member Kathy Downer was elected as the vice-chairperson. In 2023 the chairperson was City of Forks Council Member Juanita Weissenfels, and the vice-chairperson was City of Port Angeles Council Member Brendan Meyer.

Article IV Selection and Duties of the Chairperson and Vice-chairperson of the Clallam Transit System (CTS) Bylaws, states as follows:

> ***Section 4.1*** *The Board shall select a Chair of the Board and Vice-Chair of the Board from the voting members at the first meeting of the year. The Chair of the Board shall hold office until their successor is elected. The office of the Chair of the Board shall rotate on a yearly basis among the following four (4) represented categories and in the following suggested sequence: (1) Clallam County; (2) City of Forks; (3) City of Port Angeles; and (4) City of Sequim. Election of successors shall be deemed to occur at 12:01 a.m. of the day following the vote upon the question.*

The suggested 2025 rotation would be:

- City of Sequim Representative as the Board Chairperson
- Clallam County Commissioner representative as the Board Vice-chairperson

Recommended Action

Move by motion M2:2025, to approve the nominations of the board members for 2025 CTS Board Chairperson and Vice-chairperson as nominated.

Attachments

None.

Passed and adopted by the Board at a regular meeting by CTS Motion No. M2:2025 thereof this 15th day of January 2025.

_____
Brendan Meyer, Board Chairperson

Approved as to content:

_____
James I. Fetzer, General Manager

Attest:

_____
Barb Cox, Clerk to the Board

Orig: Board Meeting File
CC: Board Officer File

Title: Investing Public Funds Policy Update
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-003
Date: January 15, 2025

Background

Clallam Transit System (CTS) *Investing Public Funds* policy was updated and presented to the Clallam Transit System Board (Board) in 2007 and approved by resolution R10:2007.

Discussion

CTS staff and Board have been in discussions regarding investments outside of the State of Washington Local Government Investment Pool (LGIP). State statute regulates the types of investments allowable by local governments and CTS policy language does not reflect current applicable Revised Code of Washington (RCW).

The CTS *Investing Public Funds* policy lists allowable investment securities. However, it is not all inclusive to allowable investments per the current RCW 39.59.

Using guidelines provided by the Government Finance Officers Association (GFOA), the Municipal Research and Services Center of Washington (MRSC), and sample policies from other local government agencies, CTS has updated the *Investing Public Funds* policy.

Recommended Action

Approve by CTS Resolution R2:2025, the CTS *Investing Public Funds* policy and rescinding CTS resolution No R10:2007 and all prior resolutions, as presented.

Attachments

CTS Resolution No. R2:2025, with Exhibit A, *Investing Public Funds* policy
Current CTS *Investing Public Funds* policy

Orig: Investing Public Funds Policy
Cc: Resolution File
Board Meeting Packet

INVESTING PUBLIC FUNDS POLICY
RESOLUTION NO. R2:2025

A resolution of the Board of Clallam Transit System for the purpose of amending the investing public funds policy, authorizing future regulatory and administrative changes, and rescinding Resolution No. R10:2007 and all prior resolutions.

Whereas, the Board of Clallam Transit System (Board) desires Clallam Transit System (CTS) to update the investing public funds policy to update language to reflect current applicable revised code of Washington amendments, and

Whereas, The Board established an investment policy in 1988 that was later entitled as investing public funds and was last updated by resolution no. R10:2007; and

Whereas, the Board has determined it desirable to amend the investing public funds policy to reflect current language that encompasses allowable investments in accordance with RCW 39.59; and

Whereas, the Board wishes CTS to update the investing public funds policy in accordance with current RCWs; and

Whereas, the Board has also determined it desirable to facilitate the regular business routine of Clallam Transit System to authorize and designate the general manager to approve and implement subsequent changes to the policy without Board action that maybe required to be compliant with federal and state regulatory changes, or clarifications; and

Whereas, the Board has also determined it desirable to facilitate the regular business routine of Clallam Transit System to authorize and designate the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate without Board action; and

Whereas, the Board has determined that such a policy and authorizations for future regulatory and administrative changes are shown to be in the best interest and to the benefit of the people served within the Clallam Public Transportation Benefit Area; now, therefore,

Be it Resolved by the Board that:

The investing public funds policy attached to this resolution as "Exhibit A" and incorporated herein by this reference is hereby adopted by the Board as an official policy of Clallam Transit System and resolution R10:2007 and all other prior resolutions are rescinded.

Passed and adopted by the Board at a regular meeting thereof this 15th day of January 2025.

_____

Brendan Meyer, Chairperson

Approved as to Content:

_____

James I. Fetzer, General Manager

Attest:

_____

Barb Cox, Clerk to the Board

830 West Laurideen Boulevard
Port Angeles, Washington 98363

CLALLAM TRANSIT

www.clallamtransit.com
360-452-4511

Policy Title: **Investing Public Funds**		Policy No.: 20-600
Review Responsibility: Cherie Huxtable, Finance Manager	**Approved By:** Jim Fetzer, General Manager	
Authorized By: Clallam Transit System Resolution No. R2:2025, which supersedes all prior resolutions		**Effective Date:** 01/15/2025

1. PURPOSE

The purpose of this policy is to establish objectives and procedures for Clallam Transit System (CTS) to invest and protect public funds, meet short term cash flow needs, and conform to all legal requirements.

2. SCOPE

This policy applies to all financial assets in the general fund of CTS.

3. OBJECTIVES

The primary objectives, in priority order, of investment activities will be legality, safety, liquidity, yield.

A. Legality

Investments will be in compliance with all applicable Revised Code of Washington (RCW) statutes.

B. Safety

Assets will be invested to ensure the safety and preservation of capital in the overall portfolio.

C. Liquidity

Investment portfolios held by CTS will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

D. Yield

Investment portfolios will be designed with the objective of attaining or exceeding a market rate of return.

4. STANDARDS OF CARE

A. Delegation of Authority

Authority of the investment programs is delegated to the finance manager. The finance manager will act as CTS's investment officer, or otherwise designated by the CTS general manager.

Responsibility for the operation of the investment program is delegated to the investment officer, who will act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer will be responsible for all transactions undertaken and will establish a system of controls to regulate all investment activities.

B. Prudence

The "prudent person rule" of the Uniform Prudent Investor Act (UPIA) will be applied in the context of managing the overall portfolio. The prudent person rule states investments will be made "using the judgment and care under circumstances then prevailing which person of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probably income as well as the probably safety of their capital".

Investment officers meeting the "prudent person rule" will be relieved of personal responsibility for an individual security's risk or market price changes, provided deviations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

C. Ethics and Conflicts of Interest

The investment officer and any employee's involved in the investment process will refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Investment officials will disclose to the general manager any personal financial or investment positions that could be related to the performance of the investment portfolio and will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of CTS.

5. CUSTODY

All security transactions will be executed by delivery vs. payment (DVP). Securities will be held in safekeeping by a third-party custodian. The custodian will be required to provide a statement listing each specific security, a description, maturity date, market value, par value, purchase date, and Committee on Uniform Security Identification Procedures (CUSIP) number.

6. AUTHORIZED INVESTMENTS

Eligible investments are defined by RCW 39.58, 39.59, 43.250, and 43.84.080.

7. AUTHORIZED FINANCIAL DEALERS AND INSTITIUTIONS

Authorized broker/dealers and financial institutions will be limited to those that meet one or more of the following:

A. Financial institutions that are approved by the Washington Public Deposit Protection Commission

B. Primary dealers recognized by the Federal Reserve Bank or non-primary dealers qualified under U.S. Securities and Exchange Commission Rule 15c3-1, the Uniform Net Capital Rule,

8. INVESTMENT PARAMETERS

A. Diversification

The portfolio will not exceed more than 50 percent of CTS funds in a single security of a given maturity or held by a single financial institution, with the exception of the State of Washington Local Government Investment Pool due to its liquidity and diverse portfolio.

B. Maturities

Unless matched to a specific cash flow, no investment will be made in securities maturing more than five years from the date of purchase.

9. DEFINITIONS

A. *Asset:* Available property for payment of debts.

B. *CUSIP:* Committee on Uniform Security Identification Procedures; a number that identifies securities.

C. *Delivery vs Payment:* A securities industry settlement procedure in which the buyer's securities payment is due at or before time of delivery. If a third-party acts as custodian, funds are released by the custodian only when delivery is accomplished.

D. *Liquidity:* The ease at which a security can be converted to cash.

E. *Local Government Investment Pool (LGIP):* The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

F. *Market Value:* The price at which a security is trading and could presumably be sold.

G. *Maturity:* The date upon which the principal or stated value of an investment becomes due and payable.

H. *Par Value:* The nominal or face value of a debt security.

I. *Portfolio:* A collection of securities held by an investor.

J. *Safekeeping:* An arrangement under which an organization's securities are kept in a bank vault, or in the case of book entry securities, are held and recorded in the customer's name and are inaccessible to anyone else.

K. *Securities:* A financial instrument that can be traded and holds value, includes bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments.

L. *Yield:* The rate of annual return on an investment expressed as a percentage.

10. ADMINISTRATIVE AND REGULATORY CHANGES

A. Regulatory Changes

To facilitate the regular business routine of CTS, the CTS board authorizes and designates the CTS general manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.

B. Administrative Changes

The board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS. The board will be notified of all policy changes.

11. REFERENCES

A. Uniform Prudent Investor Act (1994)

B. RCW 39.58 Public Funds – Deposits and Investments – Public Depositaries

C. RCW 39.59 Public Funds – Authorized Investments

D. RCW 43.250 Investment of Local Government Funds – Separately Managed Accounts

E. RCW 43.84.080 Investment of current state funds

Title: December Operations Report **Factsheet:** 2024-04
Submitted By: Jason McNickle, Operations Manager **Date:** January 15, 2024
Authorized By: Jim Fetzer, General Manager

BACKGROUND

Clallam Transit System (CTS) provides operational data information to keep the board informed of ridership changes and trends, as well as service performance, vehicle accidents, passenger exclusions, mobile ticketing, and bus tracking information for the previous month.

DISCUSSION

Fixed-route: Monthly fixed-route ridership increased by 36.35% in December 2024, compared with the same month in 2023. In December, CTS fixed-route service provided 62,934 passenger trips. A total of 16,779 more riders than in the same month in 2023. The CTS *Fixed-Route Ridership Statistics* and CTS *Route Efficiency Report* provide the charted data that reflect fixed-route ridership and route performance.

Interlink Micro-transit Service

Interlink customer feedback continues to be positive with the average rating increasing for both areas. Passengers can rank the quality of the service after each trip is completed, on a scale of 1 to 5, with 5 being the best possible experience. For this past month customers provided an average ranking of 4.96 for trip quality in Sequim and 4.97 in Forks.

Monthly ridership for Forks Interlink increased by 90.76% in December compared to the same month in 2023. Sequim Interlink increased by 17.91% compared to the same month in 2023.

Paratransit: Monthly ridership for December 2024 increased by 10.91% compared to the same month in 2023. The following tables summarize the past months of Clallam Connect service.

Measure	December 2024	December 2023	YTD 2024	YTD 2023	
Boardings	4,006	3,612	48,229	39,928	
On-Time Performance	97.14%	92.90%	95.24%	93.65%	*higher is better*
No-Shows	7.84%	5.90%	6.89%	6.01%	*lower is better*
Same-Day Cancellations	5.34%	5.34%	4.48%	5.65%	*lower is better*
Newly Approved Applicants	59	55	869	686	

Vehicle Accidents and Incidents: There was one reportable accident involving a CTS vehicle in December. A van ran into the back left corner of a fixed-route bus. There were no injuries and only minor damage.

Exclusions: There was one exclusion in December 2024. The exclusion was given based on observed behaviors on the #30 commuter bus.

GPS Bus Tracking App (UniteGPS): CTS utilizes a real time bus tracking application through UniteGPS. The app allows passengers to locate and track bus locations in real time as well as to obtain bus stop level schedule information. CTS utilizes StatCounter to track the number of "hits" or visitors the app is receiving. The chart below shows the number of page views and first-time users of the application.

Month	Page Views	First Time Visits
December 2024	13,296	1,235
November 2024	14,013	1,370
October 2024	14,977	1,552
September 2024	15,963	1,810
August 2024	16,249	1,913
July 2024	13,758	1,899
June 2024	12,629	1,727
May 2024	12,388	1,436
April 2024	12,420	1,455
March 2024	11,241	1,366
February 2024	10,258	1,192
January 2024	10,808	1,337

Mobile Ticketing Program (Token Transit): Strait Shot / Hurricane Ridge Tickets & Sales

Month	Unique Users	Passes/Tickets	Gross Sales
December 2024	268	477	$4,485
November 2024	238	413	$3,900
October 2024	266	483	$4,575
September 2024	295	554	$5,033
August 2024	460	1,061	$6,869.50
July 2024	425	1,018	$5,979
June 2024	347	737	$5,070
May 2024	281	561	$4,980
April 2024	215	349	$3,250
March 2024	236	462	$4,450
February 2024	181	298	$2,775
January 2024	136	252	$2,265

Token Transit Sales Breakdown for December			
Type of Fare	**Fare type totals**	**Fare amounts**	**Passengers**
Regular Strait Shot Fare	$4,200.00	$10.00	420
Reduced Strait Shot Fare	$285.00	$5.00	57
Gross Sales	**$4,485.00**		

Operations Update
CTS is currently evaluating presentations to our RFP for Fixed-Route Scheduling Software. We plan to replace scheduling software at the beginning of this year.

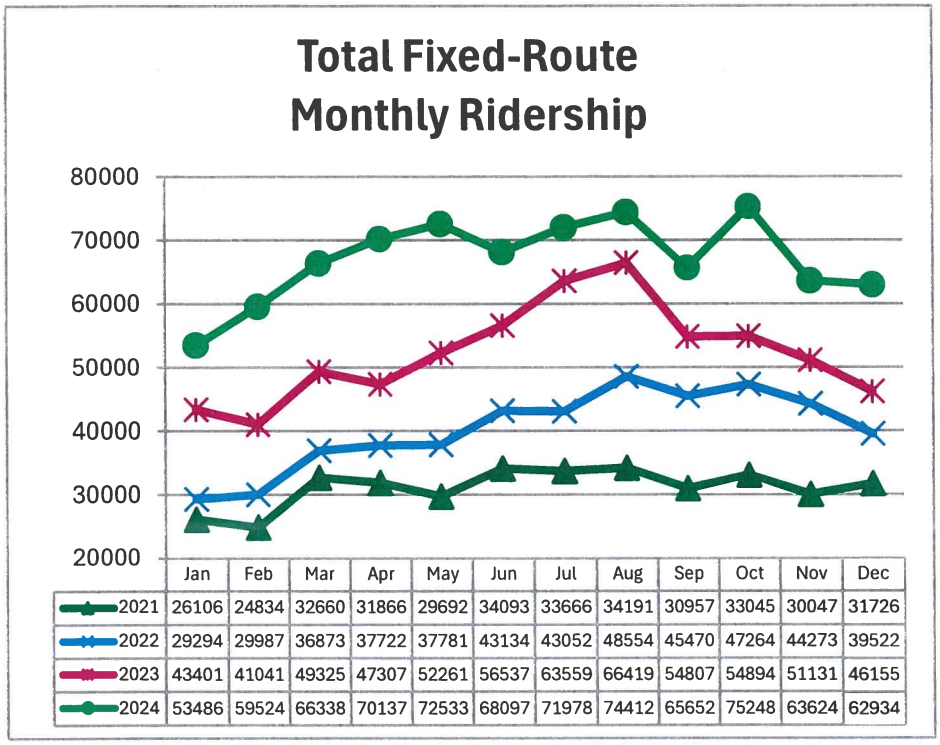
RECOMMENDED ACTION
None.

ATTACHMENTS
CTS Fixed-Route Ridership Statistics
Route Efficiency Report

Orig: Operations Monthly Report File
cc: January 2025 Board Meeting

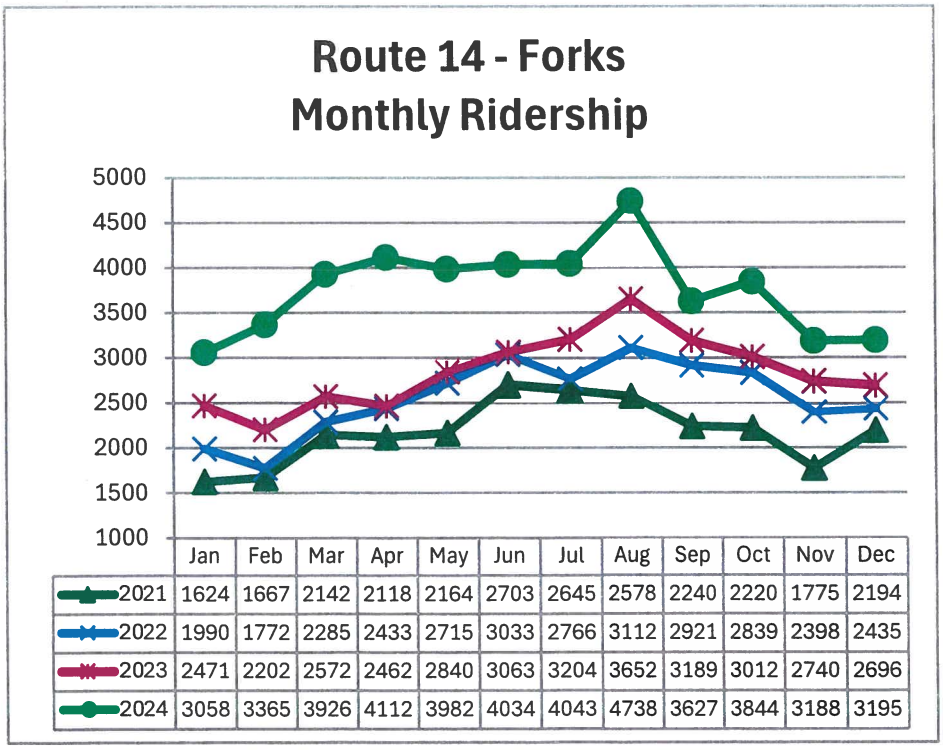
CTS Fixed-Route Ridership Statistics December 2024

Total Fixed-Route Monthly Ridership



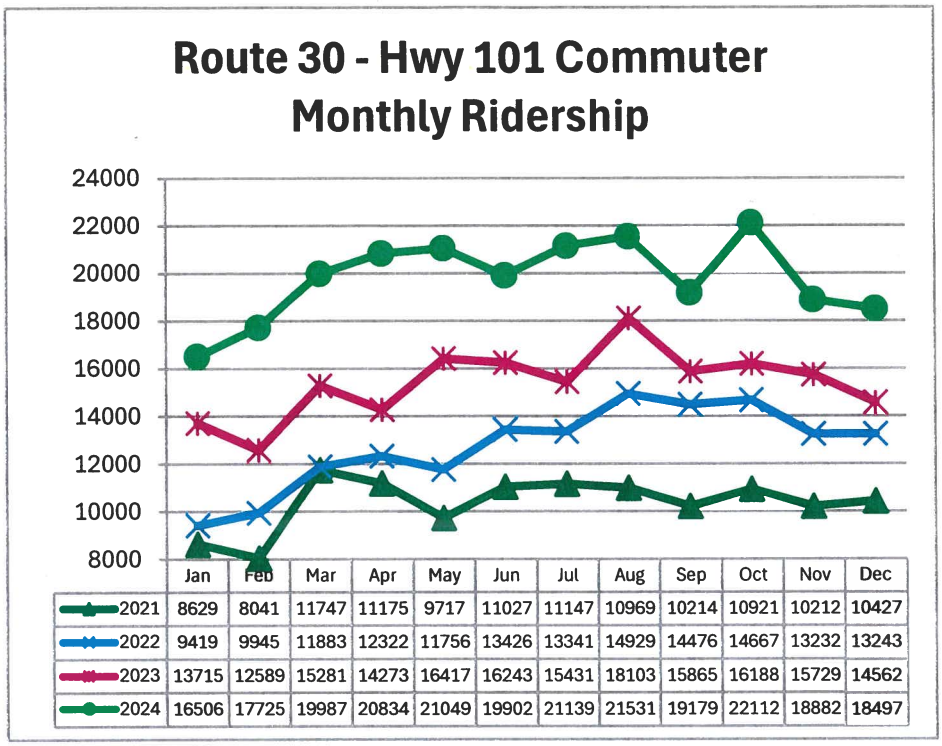
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	26106	24834	32660	31866	29692	34093	33666	34191	30957	33045	30047	31726
2022	29294	29987	36873	37722	37781	43134	43052	48554	45470	47264	44273	39522
2023	43401	41041	49325	47307	52261	56537	63559	66419	54807	54894	51131	46155
2024	53486	59524	66338	70137	72533	68097	71978	74412	65652	75248	63624	62934

InterCity Routes (14, 30, 123)



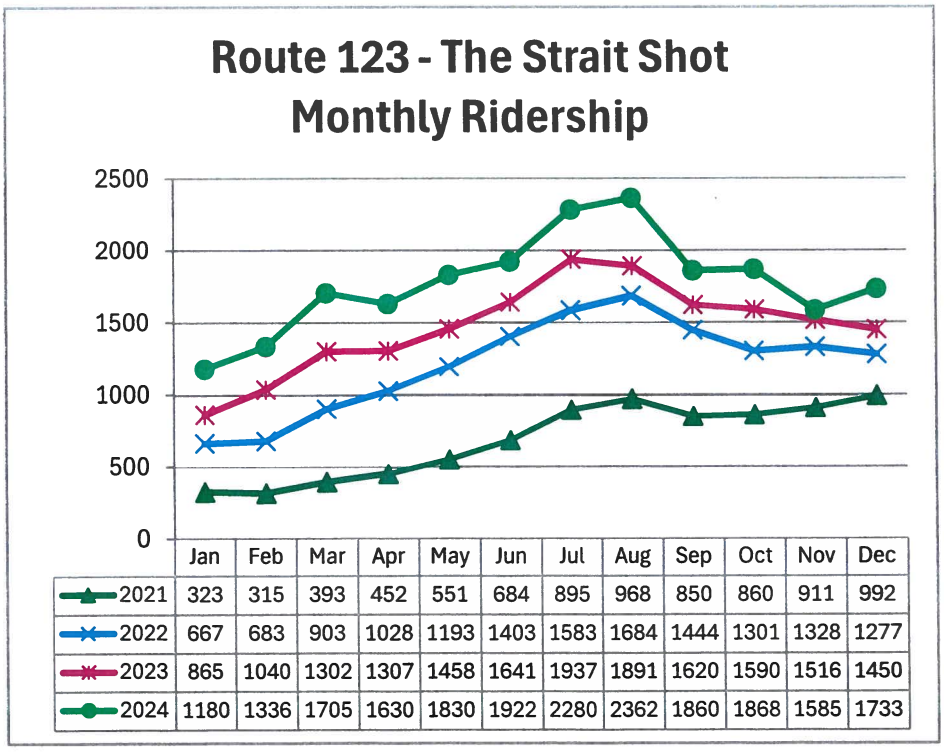
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	1624	1667	2142	2118	2164	2703	2645	2578	2240	2220	1775	2194
2022	1990	1772	2285	2433	2715	3033	2766	3112	2921	2839	2398	2435
2023	2471	2202	2572	2462	2840	3063	3204	3652	3189	3012	2740	2696
2024	3058	3365	3926	4112	3982	4034	4043	4738	3627	3844	3188	3195

InterCity Routes (14, 30, 123)



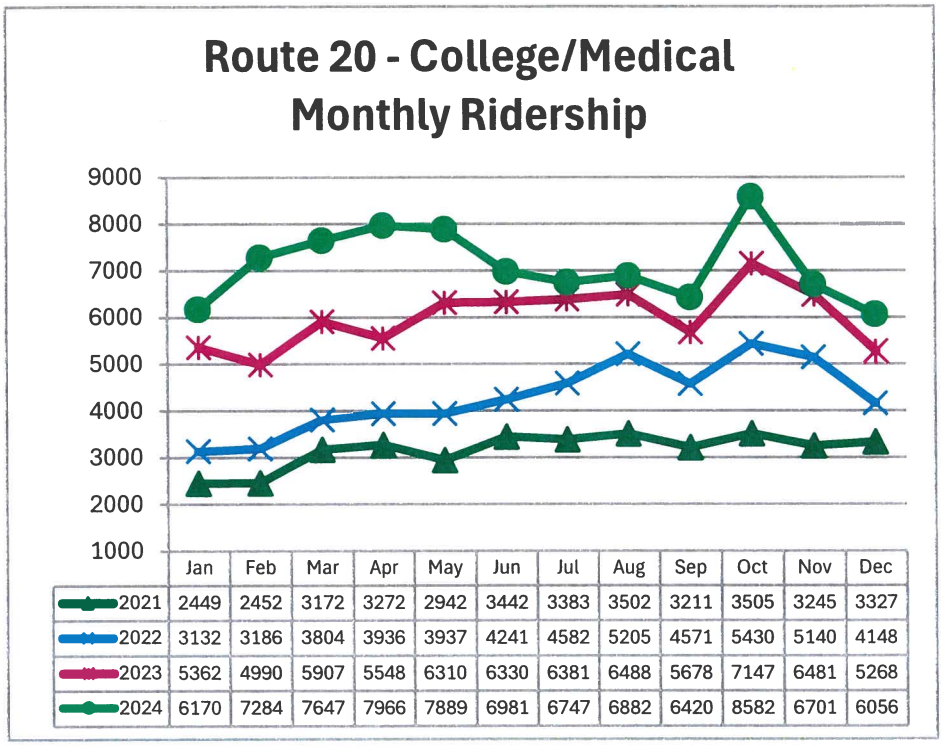
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	8629	8041	11747	11175	9717	11027	11147	10969	10214	10921	10212	10427
2022	9419	9945	11883	12322	11756	13426	13341	14929	14476	14667	13232	13243
2023	13715	12589	15281	14273	16417	16243	15431	18103	15865	16188	15729	14562
2024	16506	17725	19987	20834	21049	19902	21139	21531	19179	22112	18882	18497

InterCity Routes (14, 30, 123)



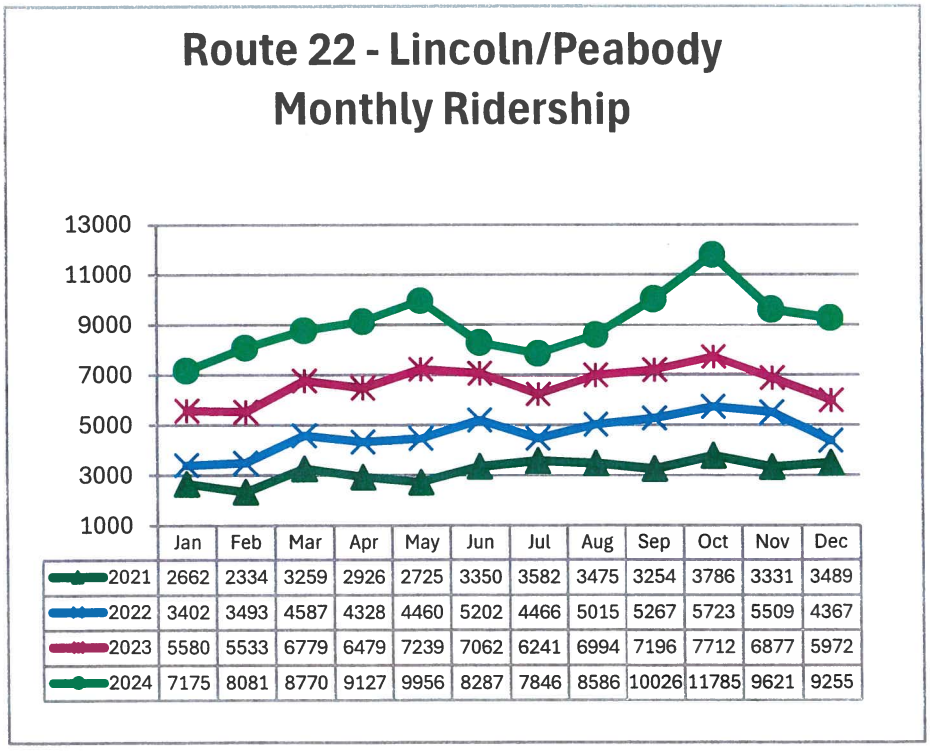
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	323	315	393	452	551	684	895	968	850	860	911	992
2022	667	683	903	1028	1193	1403	1583	1684	1444	1301	1328	1277
2023	865	1040	1302	1307	1458	1641	1937	1891	1620	1590	1516	1450
2024	1180	1336	1705	1630	1830	1922	2280	2362	1860	1868	1585	1733

Urban Routes (20, 22, 24, 26)



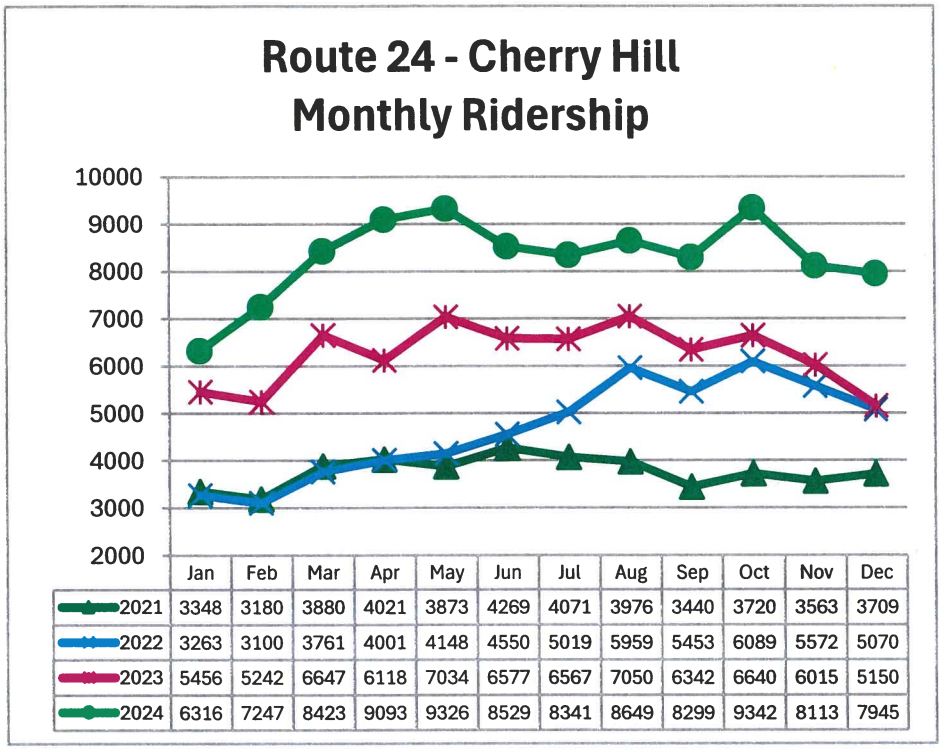
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2449	2452	3172	3272	2942	3442	3383	3502	3211	3505	3245	3327
2022	3132	3186	3804	3936	3937	4241	4582	5205	4571	5430	5140	4148
2023	5362	4990	5907	5548	6310	6330	6381	6488	5678	7147	6481	5268
2024	6170	7284	7647	7966	7889	6981	6747	6882	6420	8582	6701	6056

Urban Routes (20, 22, 24, 26)



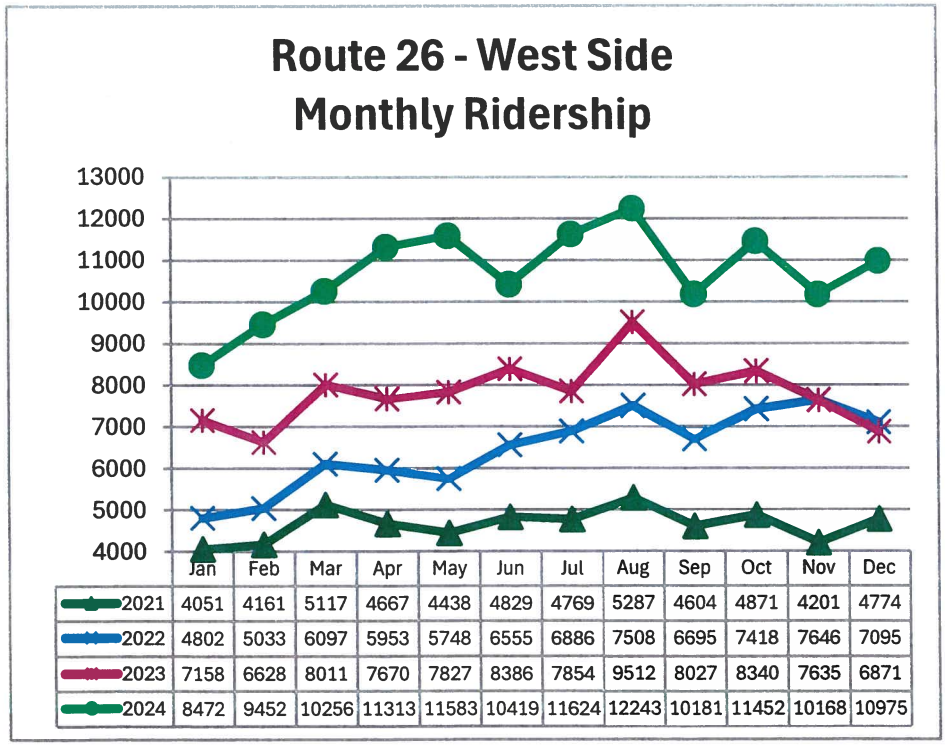
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	2662	2334	3259	2926	2725	3350	3582	3475	3254	3786	3331	3489
2022	3402	3493	4587	4328	4460	5202	4466	5015	5267	5723	5509	4367
2023	5580	5533	6779	6479	7239	7062	6241	6994	7196	7712	6877	5972
2024	7175	8081	8770	9127	9956	8287	7846	8586	10026	11785	9621	9255

Urban Routes (20, 22, 24, 26)



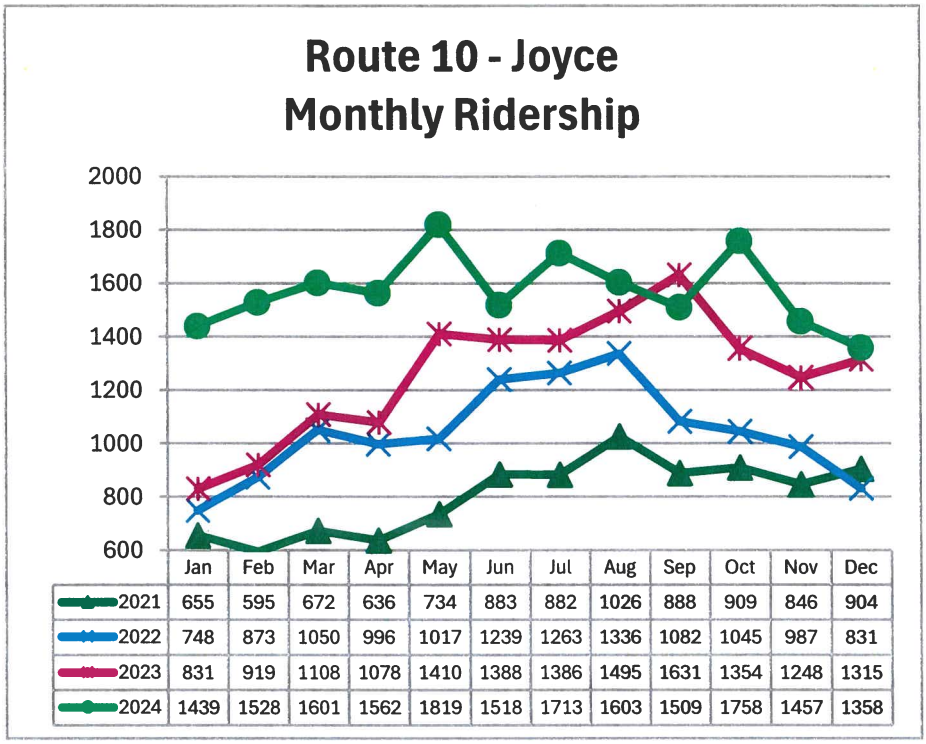
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	3348	3180	3880	4021	3873	4269	4071	3976	3440	3720	3563	3709
2022	3263	3100	3761	4001	4148	4550	5019	5959	5453	6089	5572	5070
2023	5456	5242	6647	6118	7034	6577	6567	7050	6342	6640	6015	5150
2024	6316	7247	8423	9093	9326	8529	8341	8649	8299	9342	8113	7945

Urban Routes (20, 22, 24, 26)



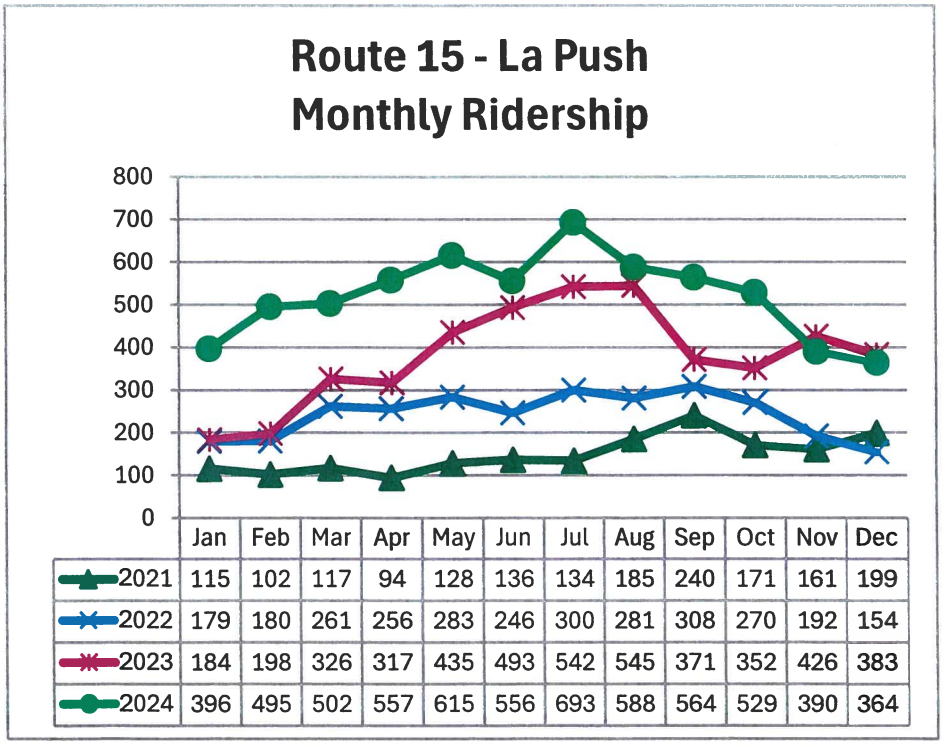
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	4051	4161	5117	4667	4438	4829	4769	5287	4604	4871	4201	4774
2022	4802	5033	6097	5953	5748	6555	6886	7508	6695	7418	7646	7095
2023	7158	6628	8011	7670	7827	8386	7854	9512	8027	8340	7635	6871
2024	8472	9452	10256	11313	11583	10419	11624	12243	10181	11452	10168	10975

Rural Routes (10, 15, 16, 50, 52)



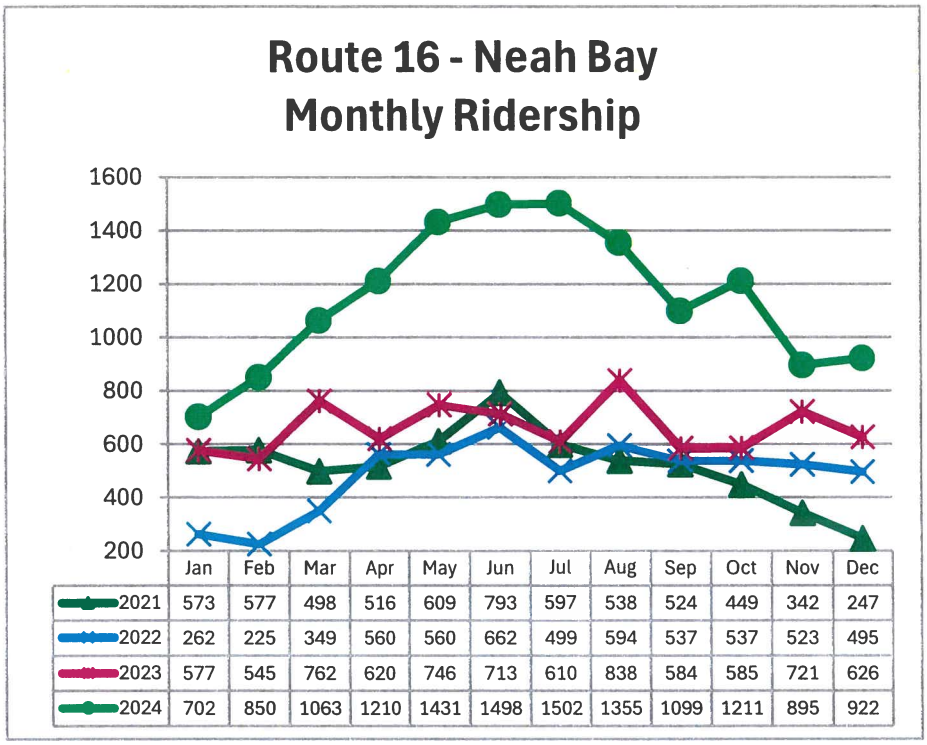
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	655	595	672	636	734	883	882	1026	888	909	846	904
2022	748	873	1050	996	1017	1239	1263	1336	1082	1045	987	831
2023	831	919	1108	1078	1410	1388	1386	1495	1631	1354	1248	1315
2024	1439	1528	1601	1562	1819	1518	1713	1603	1509	1758	1457	1358

Rural Routes (10, 15, 16, 50, 52)



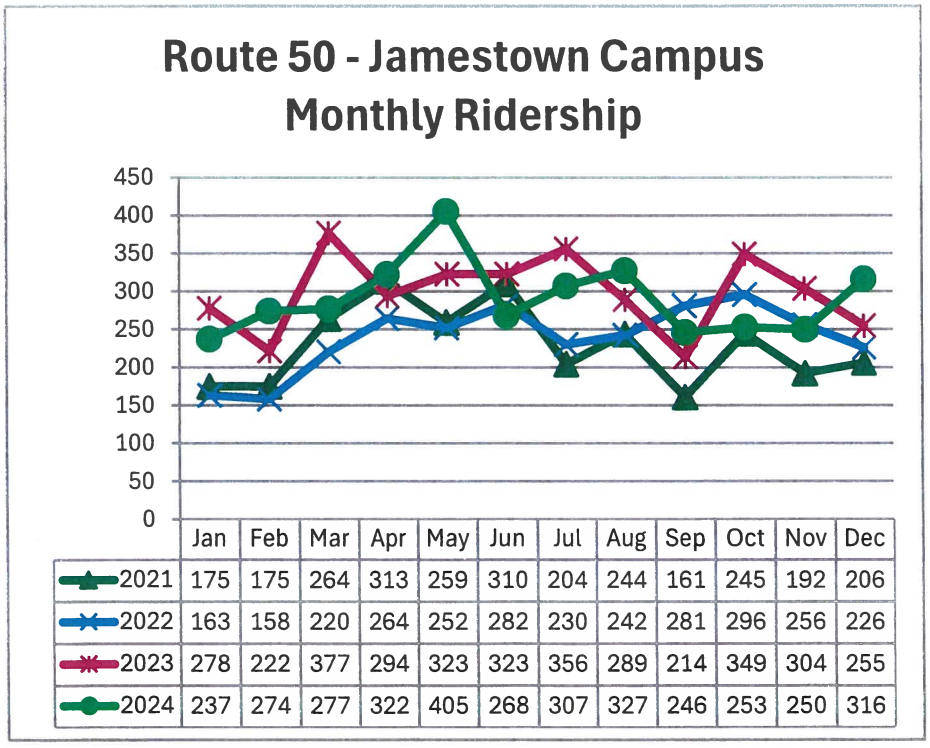
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	115	102	117	94	128	136	134	185	240	171	161	199
2022	179	180	261	256	283	246	300	281	308	270	192	154
2023	184	198	326	317	435	493	542	545	371	352	426	383
2024	396	495	502	557	615	556	693	588	564	529	390	364

Rural Routes (10, 15, 16, 50, 52)



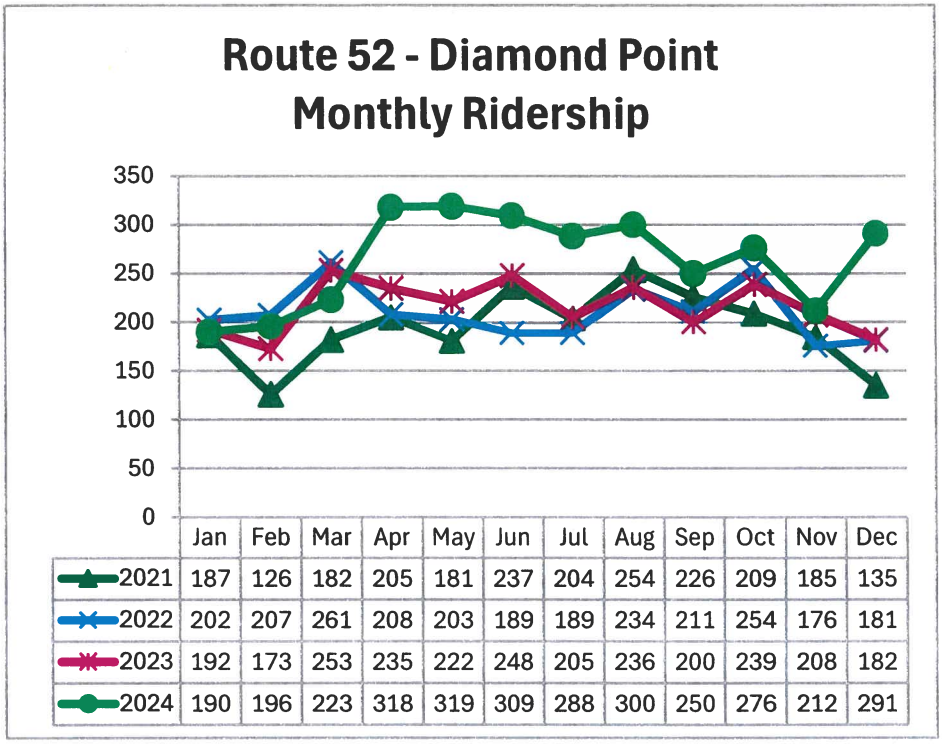
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	573	577	498	516	609	793	597	538	524	449	342	247
2022	262	225	349	560	560	662	499	594	537	537	523	495
2023	577	545	762	620	746	713	610	838	584	585	721	626
2024	702	850	1063	1210	1431	1498	1502	1355	1099	1211	895	922

Rural Routes (10, 15, 16, 50, 52)



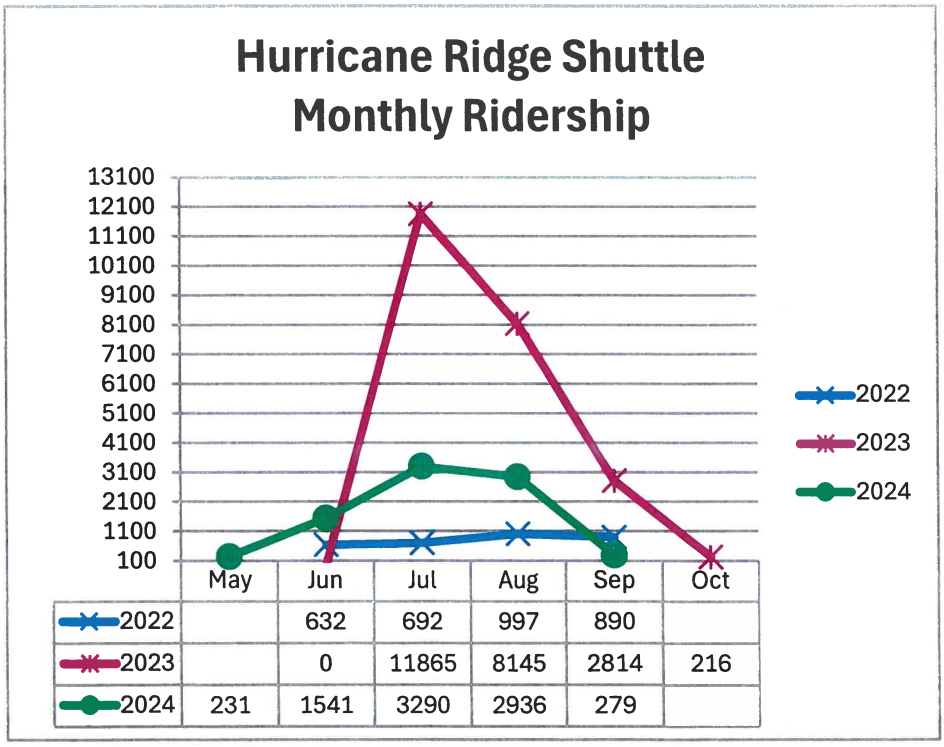
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	175	175	264	313	259	310	204	244	161	245	192	206
2022	163	158	220	264	252	282	230	242	281	296	256	226
2023	278	222	377	294	323	323	356	289	214	349	304	255
2024	237	274	277	322	405	268	307	327	246	253	250	316

Rural Routes (10, 15, 16, 50, 52)



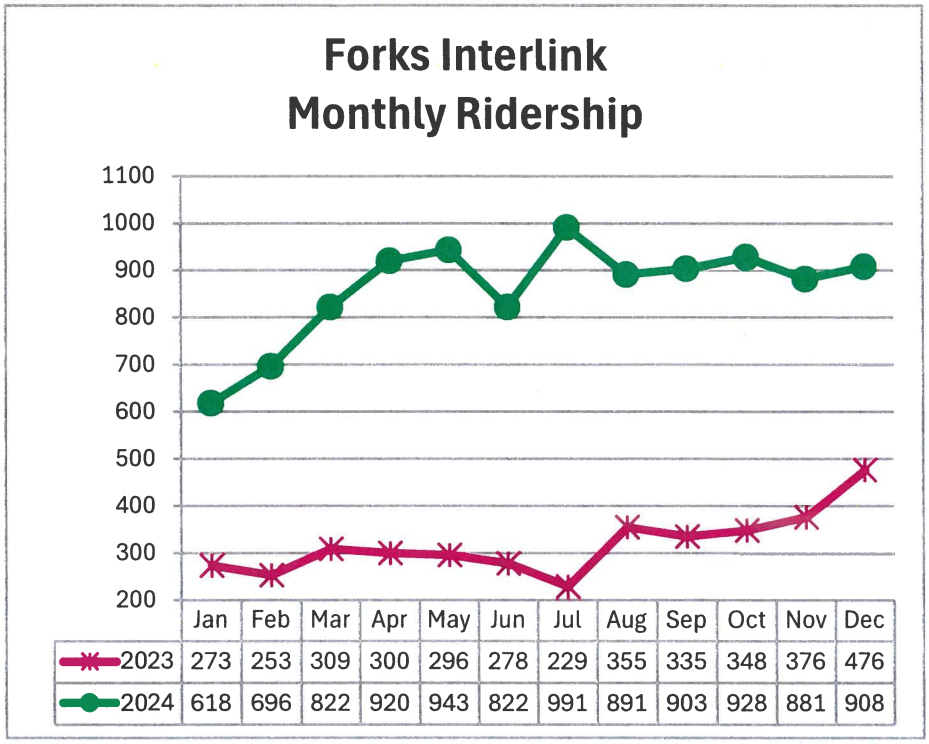
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	187	126	182	205	181	237	204	254	226	209	185	135
2022	202	207	261	208	203	189	189	234	211	254	176	181
2023	192	173	253	235	222	248	205	236	200	239	208	182
2024	190	196	223	318	319	309	288	300	250	276	212	291

Hurricane Ridge

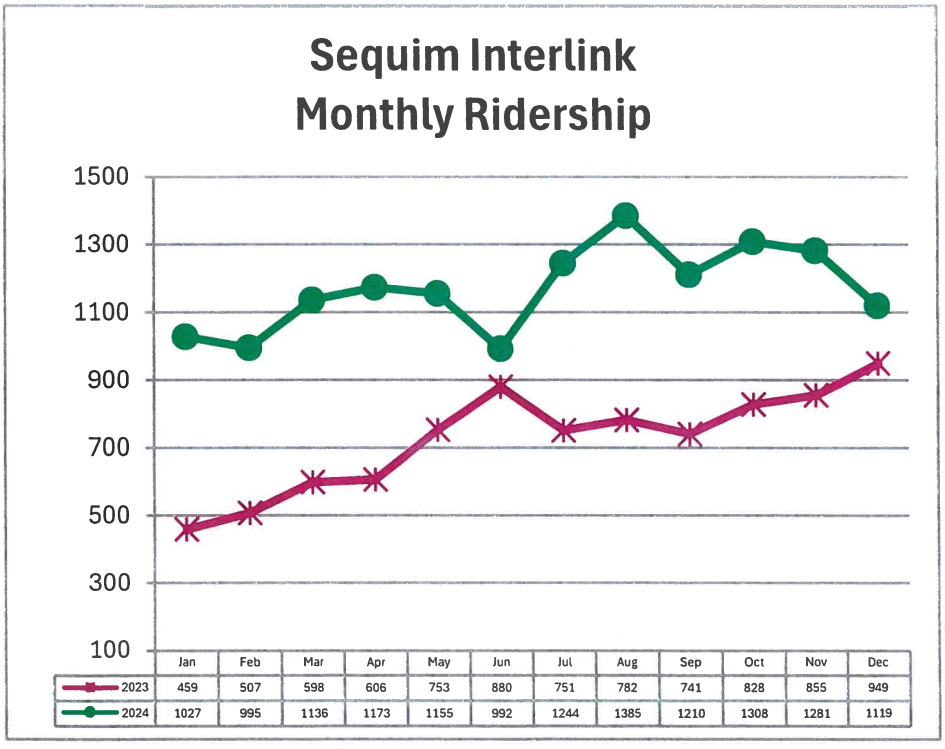


	May	Jun	Jul	Aug	Sep	Oct
2022		632	692	997	890	
2023		0	11865	8145	2814	216
2024	231	1541	3290	2936	279	

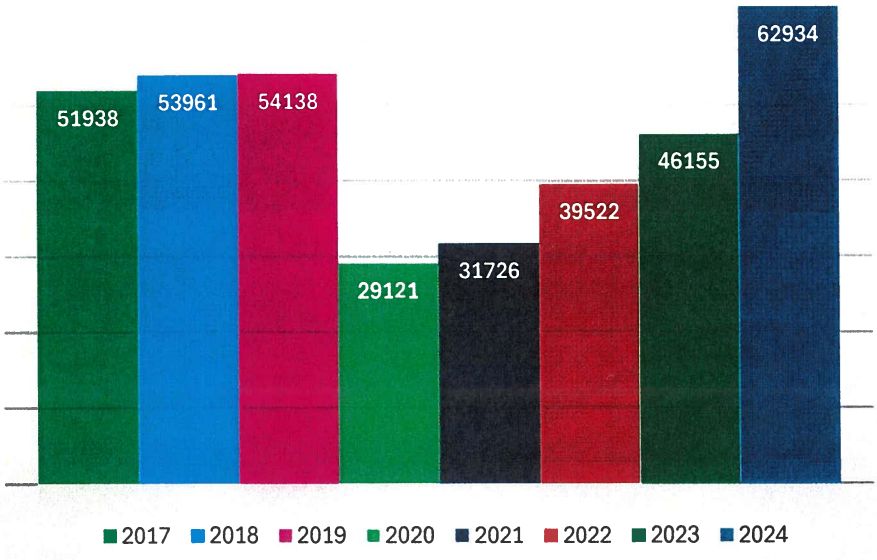
Interlink services (Sequim and Forks)



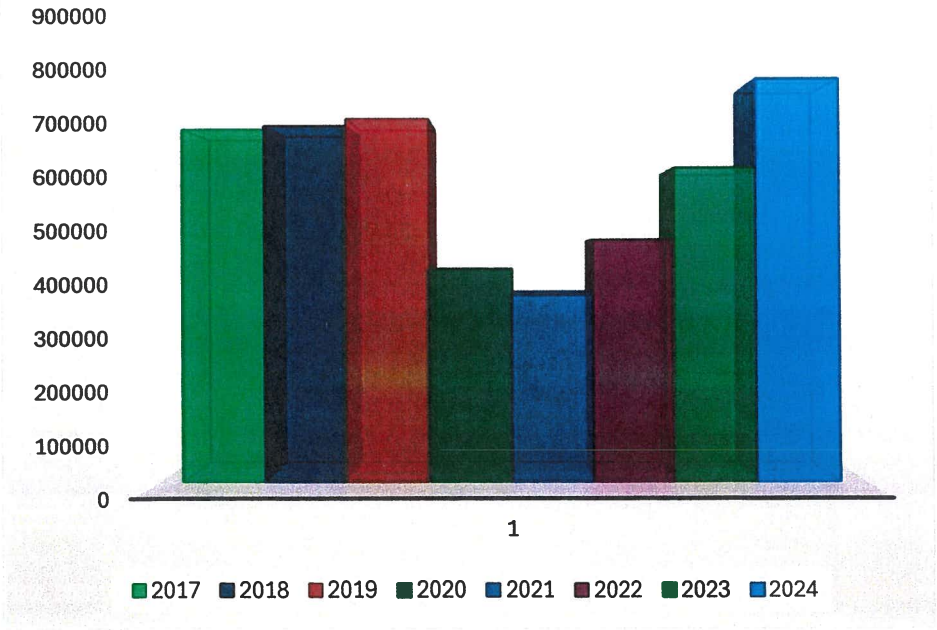
Interlink services (Sequim and Forks)



December Ridership by Year



Annual Ridership



December 2024 CTS Route Efficiency Report

Efficiency Ranking	Route	Boardings	Rev Hours	Avg. Passengers per hour per route
1	26 – West Side	10,975	328.50	33.409
2	22 – Lincoln/Peabody	9,255	277.88	33.306
3	24 – Cherry Hill	7,945	319.66	24.855
4	30 – Commuter	18,497	985.40	18.771
5	20 – College/Medical	6,056	340.92	17.764
6	10 – Joyce	1,358	194.05	6.998
7	50 – Jamestown	316	47.04	6.718
8	14 – Forks	3,195	636.03	5.023
9	15 – La Push	364	82.08	4.435
10	123 – The Strait Shot	1,733	394.40	4.394
11	Forks Interlink	908	213.56	4.252
12	52 – Diamond Point	291	71.82	4.052
13	Sequim Interlink	1,119	283.63	3.945
14	16 – Neah Bay	922	289.68	3.183
15	ONP	0	0.00	0.000

Title: December 2024 Financial Report
Submitted By: Cherie Huxtable, Finance Manager
Authorized By: Jim Fetzer, General Manager

Factsheet: 2025-005
Date: January 15, 2025

BACKGROUND

Clallam Transit System (CTS) provides financial data information to keep the board informed of the financial status for the previous month, as well as short-term projections. The discussion items below represent items of note for the reporting month's activity.

DISCUSSION

This report and all attachments are preliminary reports. Grant reimbursements for the fourth quarter will be submitted at the end of January and expenses for the year 2024 are still being received. An update will be provided at the February meeting.

Cash Balances: The total cash balance as of December 31, 2024, was $29,874,667. Of those funds, $22.7 million is unrestricted.

Sales Tax Revenue: The sales tax deposit for December was $1,036,605. This was 11% over budget for the month. Sales tax receipts are two months behind actual state collections.

Other Operating Revenue: Other operating revenue includes $113 thousand in interest revenue. Interest rates from the Local Government Investment Pool (LGIP) dropped from 4.73% to 4.60%.

RECOMMENDED ACTION

None.

ATTACHMENTS

Budget Report for Short Fiscals
Sales Tax Report
Revenues Report
Expenses Report
Salary, Wages, and Benefits Report
YTD Expenses VS Annual Budget

Clallam Transit System

Budget Report for Short Fiscals

Group Summary

For Fiscal: 2024 Period Ending: 12/31/2024

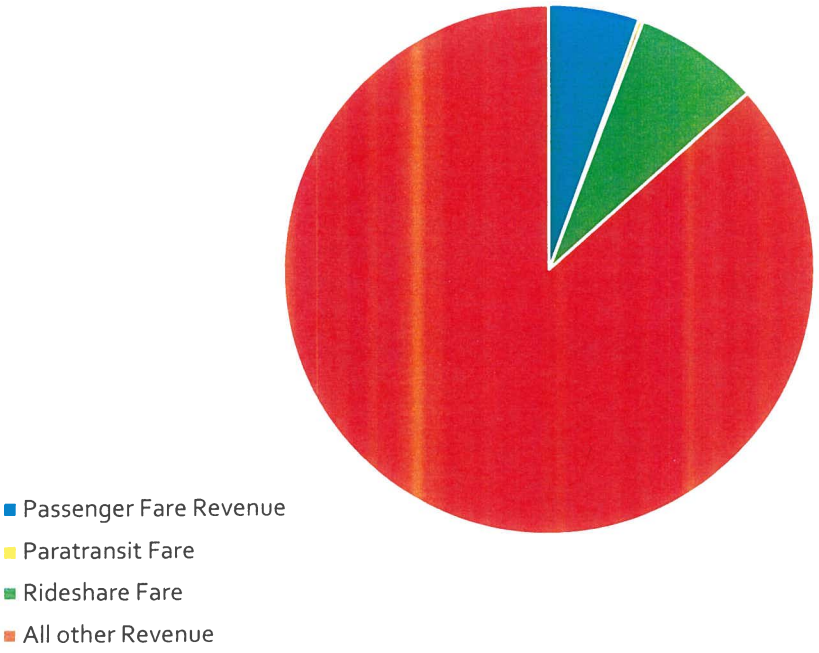
ExpCa...	Original YTD Budget	Current YTD Budget	Period Activity	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining
Revenue						
RevType: 10 - Passenger Fare Revenue						
	125,000.00	125,000.00	11,814.54	169,431.75	44,431.75	35.55%
RevType: 10 - Passenger Fare Revenue Total:	**125,000.00**	**125,000.00**	**11,814.54**	**169,431.75**	**44,431.75**	**35.55%**
RevType: 20 - Rideshare Revenue						
	125,000.00	125,000.00	16,520.00	145,785.00	20,785.00	16.63%
RevType: 20 - Rideshare Revenue Total:	**125,000.00**	**125,000.00**	**16,520.00**	**145,785.00**	**20,785.00**	**16.63%**
RevType: 30 - Paratransit Revenue						
	4,300.00	4,300.00	607.50	10,811.70	6,511.70	151.43%
RevType: 30 - Paratransit Revenue Total:	**4,300.00**	**4,300.00**	**607.50**	**10,811.70**	**6,511.70**	**151.43%**
RevType: 40 - Sales Tax Revenue						
	12,118,505.00	12,118,505.00	1,036,605.41	12,208,883.59	90,378.59	0.75%
RevType: 40 - Sales Tax Revenue Total:	**12,118,505.00**	**12,118,505.00**	**1,036,605.41**	**12,208,883.59**	**90,378.59**	**0.75%**
RevType: 50 - WSDOT Grant Revenue						
	1,377,000.00	1,377,000.00	0.00	1,586,278.00	209,278.00	15.20%
RevType: 50 - WSDOT Grant Revenue Total:	**1,377,000.00**	**1,377,000.00**	**0.00**	**1,586,278.00**	**209,278.00**	**15.20%**
RevType: 60 - Other Operating Revenue						
	793,200.00	793,200.00	185,985.64	1,863,016.87	1,069,816.87	134.87%
RevType: 60 - Other Operating Revenue Total:	**793,200.00**	**793,200.00**	**185,985.64**	**1,863,016.87**	**1,069,816.87**	**134.87%**
Revenue Total:	**14,543,005.00**	**14,543,005.00**	**1,251,533.09**	**15,984,206.91**	**1,441,201.91**	**9.91%**
Expense						
00 - Salaries & Wages	8,007,650.00	8,007,650.00	529,532.02	6,886,176.73	1,121,473.27	14.01%
10 - Personnel Benefits	3,833,925.00	3,833,925.00	280,740.25	3,449,852.05	384,072.95	10.02%
20 - Fuel and Fluids	1,558,200.00	1,558,200.00	115,491.49	1,125,918.39	432,281.61	27.74%
30 - Parts and Supplies	448,200.00	453,200.00	80,422.56	369,799.03	83,400.97	18.40%
40 - Professional & Misc Services	800,850.00	800,850.00	32,928.36	687,700.17	113,149.83	14.13%
50 - Maintenance & Repair	321,000.00	321,000.00	20,504.92	258,679.18	62,320.82	19.41%
60 - Communications	127,500.00	127,500.00	16,248.72	111,555.34	15,944.66	12.51%
70 - Insurance	450,000.00	450,000.00	36,278.67	435,344.00	14,656.00	3.26%
80 - Other Operating Expenses	226,150.00	226,150.00	11,808.14	184,113.39	42,036.61	18.59%
Expense Total:	**15,773,475.00**	**15,778,475.00**	**1,123,955.13**	**13,509,138.28**	**2,269,336.72**	**14.38%**
Report Surplus (Deficit):	**-1,230,470.00**	**-1,235,470.00**	**127,577.96**	**2,475,068.63**	**3,710,538.63**	

Sales Tax Revenue

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
2024	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884
2023	930,181	934,432	862,265	790,040	981,638	955,824	1,022,400	1,147,624	1,132,989	1,119,185	1,083,882	988,239	11,948,698
2022	975,144	973,428	795,353	780,463	982,971	908,972	956,442	1,095,937	1,086,701	1,099,297	1,120,034	1,007,921	11,998,428

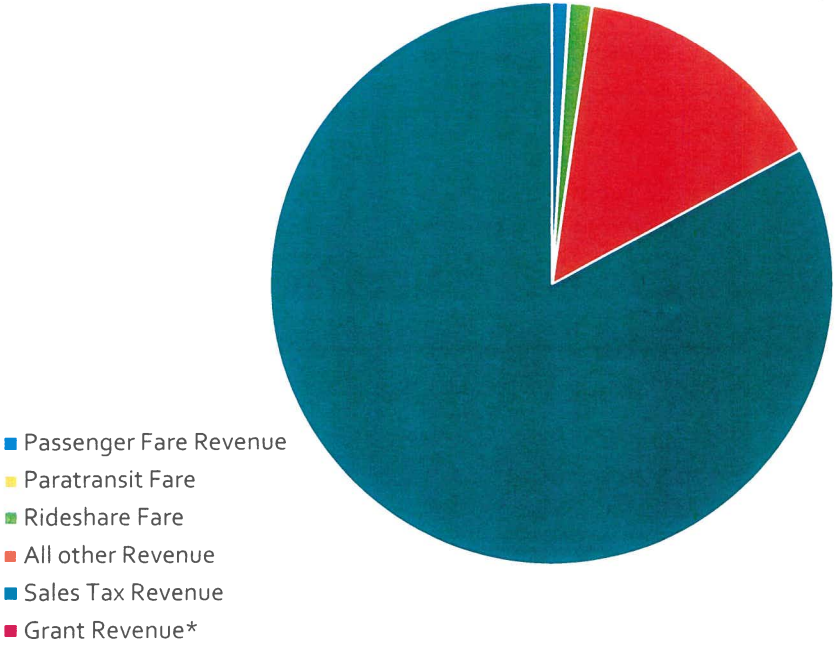
Earned Dec Revenues

(Excluding Sales Tax & Grants)



Dec Revenues

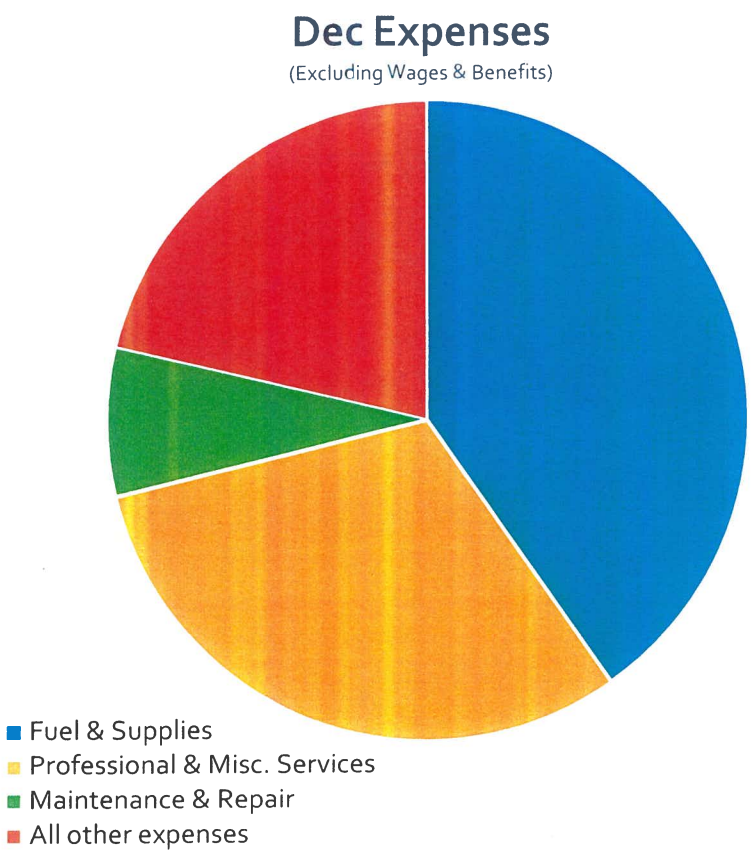
(Including Sales Tax & Grants)

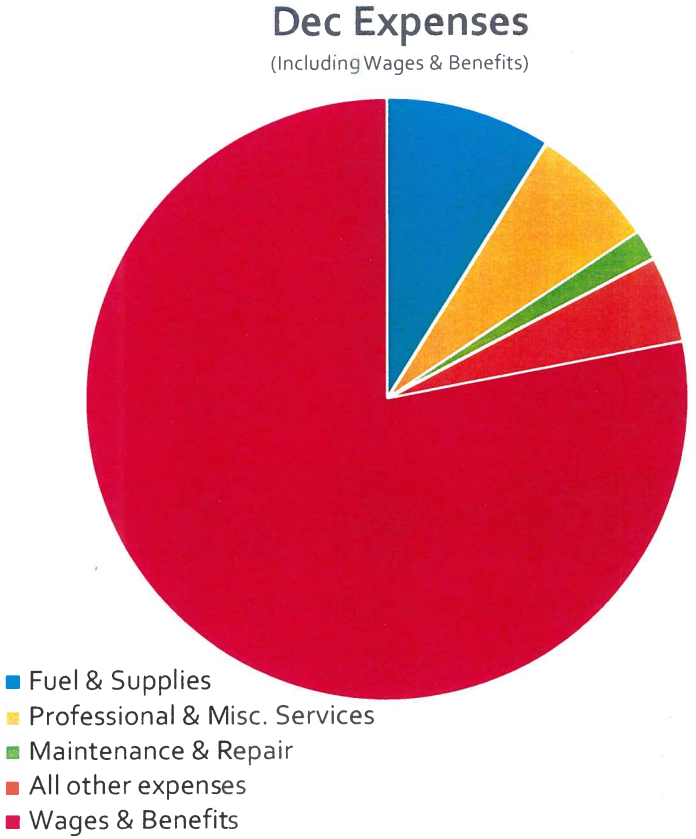


	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget	% of Budget
Passenger Fare Revenue	15,296	10,592	9,440	9,599	15,941	13,398	19,477	21,491	15,630	16,058	10,999	11,815	169,736	125,000	136%
Paratransit Fare	1,077	997	726	1,001	703	877	109	492	549	1,507	1,862	608	10,508	4,300	244%
Rideshare Fare	13,600	13,360	14,145	12,920	6,955	6,675	19,295	12,275	12,360	8,455	9,225	16,520	145,785	125,000	117%
All other Revenue	147,123	141,837	144,072	141,192	142,482	216,387	168,187	151,943	139,276	138,595	145,929	185,986	1,863,007	789,200	236%
Sales Tax Revenue	860,635	1,006,762	823,904	878,809	968,302	1,027,322	1,041,358	1,148,186	1,190,563	1,111,519	1,114,918	1,036,605	12,208,884	12,118,505	101%
Grant Revenue*	1,000	-	-	371,594	-	-	429,542	-	-	784,142	-		1,586,278	1,377,000	115%

*Grant revenue appears in the Financial Statement during the month that the reimbursement requests are made, not when the funds are received.

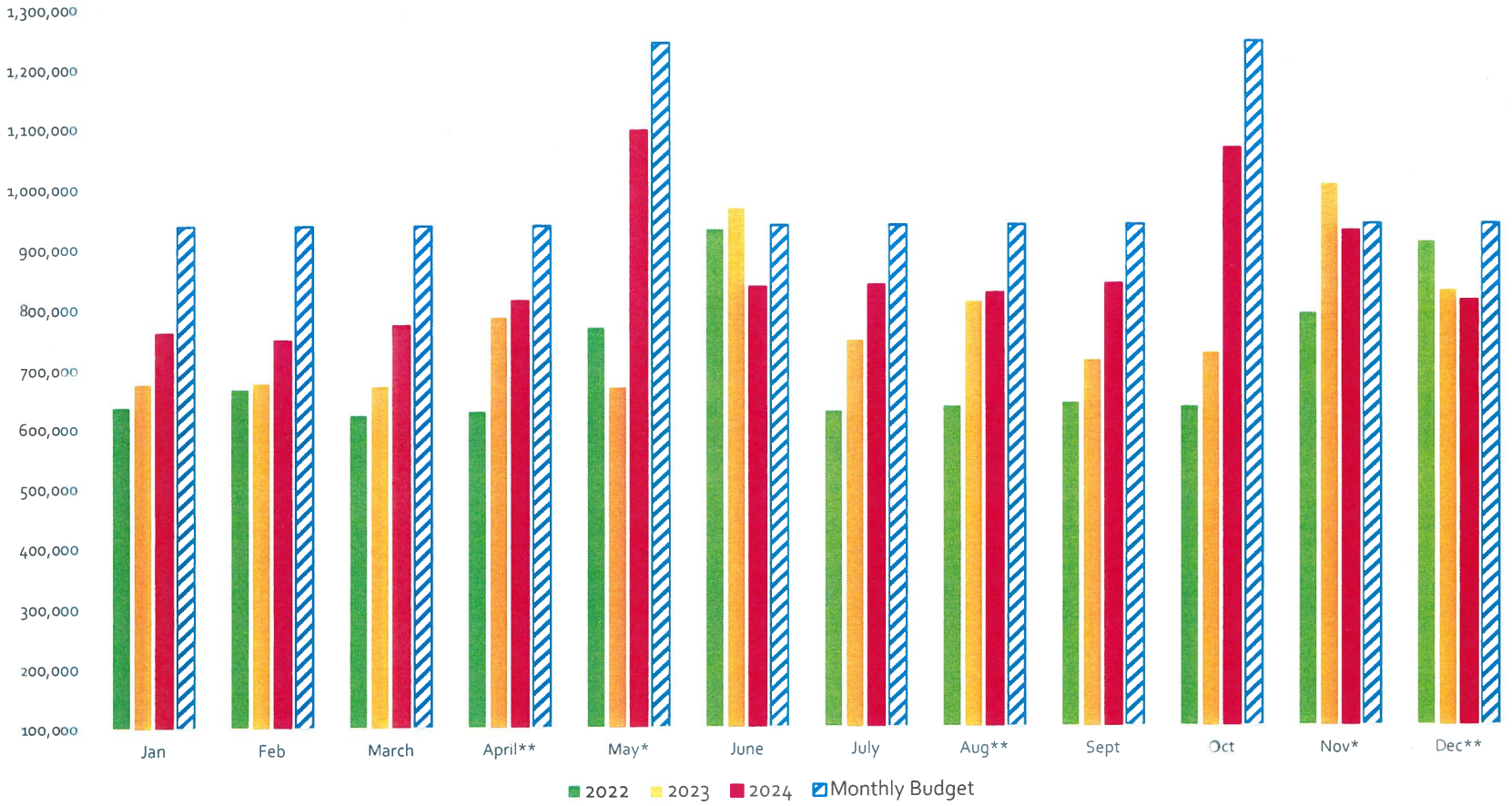
Fares as % of total Revenue	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Fixed Route	1.47%	0.90%	0.95%	0.68%	1.41%	1.06%	1.16%	1.61%	1.15%	0.78%	0.86%	0.94%	1.06%
Paratransit	0.10%	0.08%	0.07%	0.07%	0.06%	0.07%	0.01%	0.04%	0.04%	0.07%	0.15%	0.05%	0.02%
Total	1.58%	0.99%	1.02%	0.75%	1.47%	1.13%	1.17%	1.65%	1.19%	0.85%	1.00%	0.99%	1.08%





	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	Annual Budget	% of Budget Used
Fuel & Supplies	122,953	142,911	135,435	109,881	101,698	134,677	167,097	130,148	107,850	69,551	105,014	195,914	1,523,129	2,031,400	75%
Professional & Misc. Services	65,400	60,178	22,660	56,037	13,581	46,511	75,319	24,475	73,973	126,306	80,640	32,928	678,008	781,600	87%
Maintenance & Repair	11,781	11,565	17,997	19,918	15,307	37,754	21,793	16,857	21,489	25,371	19,542	20,505	239,879	285,250	84%
All other expenses (Insurance, utilities, etc.)	39,506	70,290	67,956	61,169	16,116	63,600	63,382	58,540	59,126	62,671	55,456	64,336	682,148	818,650	83%
Wages & Benefits	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	810,272	10,332,231	11,841,575	87%

Salary, Wages, and Benefits



	Jan	Feb	March	April**	May*	June	July	Aug**	Sept	Oct	Nov*	Dec**	YTD	Annual Budget
Monthly Budget	936,096	936,096	936,096	936,096	1,240,310	936,096	936,096	936,096	936,096	1,240,310	936,096	936,096		11,841,575
2024	761,986	749,110	773,474	813,419	1,096,265	835,082	838,348	824,801	839,214	1,064,962	925,298	810,272	10,332,230	11,841,575
2023	677,278	678,107	672,436	787,116	669,476	966,873	747,987	811,363	714,182	725,669	1,005,124	828,340	9,283,952	9,628,040
2022	636,794	666,422	622,410	628,577	768,695	929,870	627,842	635,004	641,437	634,238	789,644	906,843	8,487,775	9,187,396

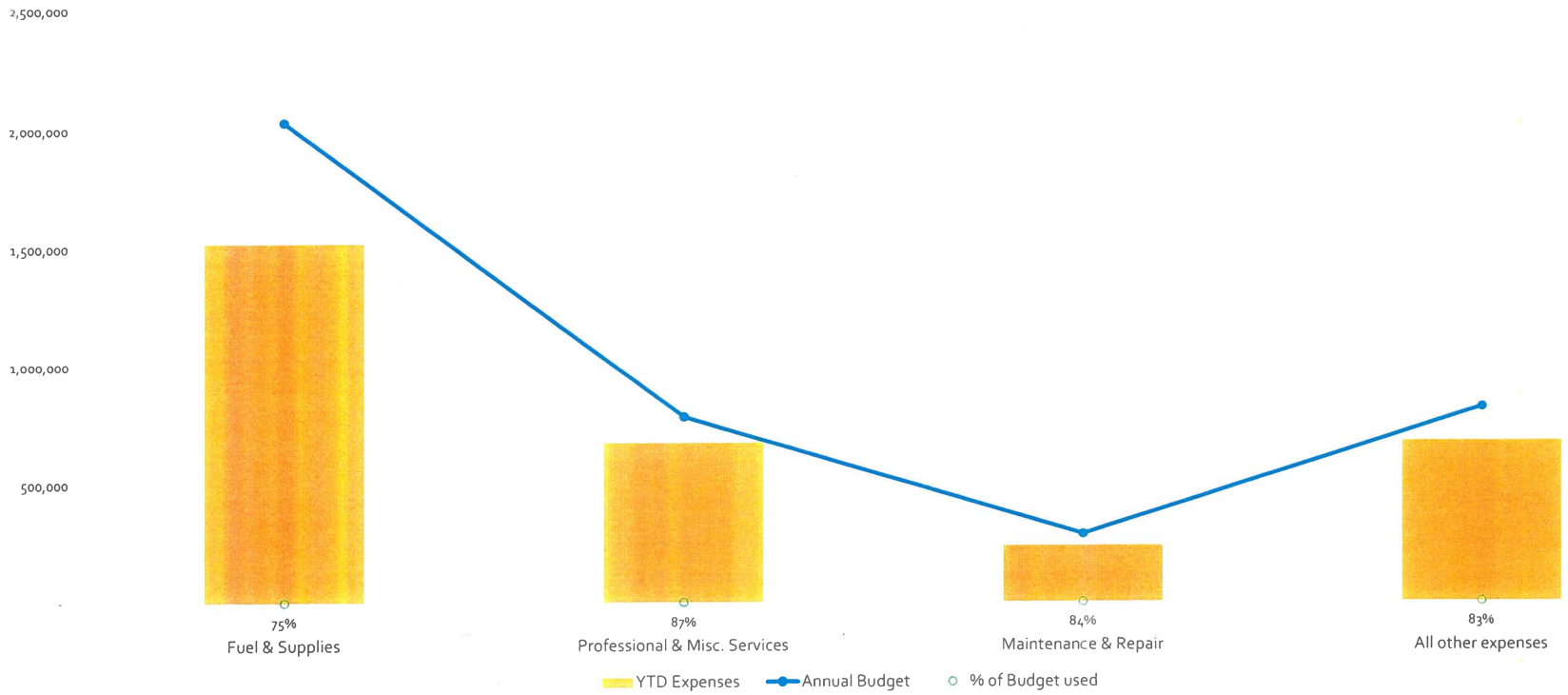
Highlighted cells are months with three payrolls.

*In 2022, Retention payments were made to staff in May and November.

**In 2023, Retention payments will be made to staff in April, August, and December.

YTD Expenses VS Annual Budget

(Excluding Salaries and Benefits)



	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD	Annual Budget	
Fuel & Supplies	122,953	142,911	135,435	109,881	101,698	134,677	167,097	130,148	107,850	69,551	105,014	195,914	1,523,129	2,031,400	75%
Professional & Misc. Services	65,400	60,178	22,660	56,037	13,581	46,511	75,319	24,475	73,973	126,306	80,640	32,928	678,008	781,600	87%
Maintenance & Repair	11,781	11,565	17,997	19,918	15,307	37,754	21,793	16,857	21,489	25,371	19,542	20,505	239,879	285,250	84%
All other expenses	39,506	70,290	67,956	61,169	16,116	63,600	63,382	58,540	59,126	62,671	55,456	64,336	682,148	818,650	83%

Title: Administrative Services Department Report
Submitted By: Barb Cox, Human Resources Manager
Authorized By: James I. Fetzer, General Manager

Factsheet: 2025-006
Date: January 15, 2025

Background

The Clallam Transit System (CTS) human resources manager communicates with the CTS Board on activities and operations of the administrative services department.

Discussion

2024 year in review:

- Hired 22 new employees: 9 paratransit operators, 1 bus cleaner, and 12 fixed-route operators.
- For the summer we hired: 1 temporary fixed-route operator and 1 part-time administrative assistant to fill departmental needs.
- Terminations: 13 of which 6 were hired in 2024 - 1 retired, 4 relocated, 2 involuntary, 3 other employment, and 3 other reasons.
- Total 104 full-time equivalent employees.

Administrative services other activities:

- No external recruitments. We have filled our available vacancies.
- Internal recruitment for paratransit instructor assignment.
- No employees out on workers compensation.

We are continuing to move toward full implementation of Tyler Technologies which includes entering previous employee position histories, extended and intermittent leave tracking, termination reasons, and personal action requests.

Recommended Action

None.

Attachments

None.